



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
JACKSONVILLE, FLORIDA 32212-5000

IN REPLY REFER TO:
NASJAXINST 1700.1B
Code 130/WP/1700
5 May 99

NAS JACKSONVILLE INSTRUCTION 1700.1B

Subj: REGULATIONS FOR THE MORALE, WELFARE AND RECREATION (MWR) DEPARTMENT

Ref: (a) BUPERSINST 1710.11B
(b) NASJAXINST 1710.9A
(c) NAVSO P-3520
(d) SECNAVINST 5300.32
(e) NAVCOMPT Manual, Vol. 7
(f) BUPERSINST 1710.13A
(g) OPNAVINST 1700.9D

1. Purpose. To publish the basic policies, procedures, responsibilities, assignments, reporting requirements and to describe administrative and managerial procedures for the Morale, Welfare and Recreation Department.

2. Cancellation. NASJAXINST 1700.1A

3. Authority. Per reference (a), the Commanding Officer, NAS Jacksonville has assumed command responsibility for MWR activities and administration of the MWR Department.

4. Mission and Goals

a. The mission of the MWR organization is to provide for military personnel, their dependents and authorized users a varied program of wholesome and constructive off duty leisure activities which will effectively contribute to the mental and physical well-being of participants. The accomplishment of this mission is essential to the effective management of human resources with the Navy and directly contributes to the retention of Navy personnel.

b. The mission of the NAS Jacksonville MWR is to provide a comprehensive program of recreation and food and beverage opportunities for the military community at NAS Jacksonville. Primary emphasis will be placed on the recreational needs of active duty military personnel. The Fund will:

(1) Identify recreation and club interests and needs of the military community at NAS Jacksonville.

(2) Improve the efficiency, stability, and responsiveness of central administrative support to program operations.

(3) Ensure direct participation and representation of military personnel in the policy and program decisions associated with the MWR.

(4) Develop and maintain facilities which adequately support identified MWR needs.

(5) Coordinate recreation, food and beverage program administration, and facility development to ensure equitable recreation and food and beverage opportunities and maximum economies of operation.

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(6) Attain a self-sustaining program operation by:

(a) Mandatory self-sufficiency levels of marginally sustaining activities.

(b) Reducing or disestablishing programs having limited participation.

(c) Establishing programs with an income producing potential.

5. Definitions and Responsibilities

a. Fund Administrator. Commanding Officer, NAS Jacksonville.

b. Naval Community. All persons eligible to utilize Navy MWR facilities associated with participating commands of NAS Jacksonville MWR as specified in reference (a).

c. Morale, Welfare and Recreation Department. The total planned and budgeted MWR program serving the needs and interests of the Naval Community at Naval Air Station Jacksonville.

d. Morale, Welfare and Recreation Director. The MWR Director is responsible for the administration of the MWR and coordination of MWR activities and matters under the cognizance of the Commanding Officer's position as Fund Administrator. The MWR Director reports to the Fund Administrator, NAS Jacksonville. The NAS Jacksonville MWR Department is organized per Chapter 1.

e. Deputy Director. Under the supervision of the MWR Director, the Deputy Director has full responsibility for directing administrative support functions which include budgeting, accounting, payroll, personnel, procurement, property records and management/technical advice.

(1) Administer comprehensive recreational and food and beverage programs for authorized personnel and their dependents within the NAS Jacksonville area per references (a) through (e), as well as with regulations and guidance of the MWR Director or Commanding Officer, NAS Jacksonville and/or higher authority.

(2) Confer with Commanders, operating officials, and recreation specialists in developing and implementing programs and activities appealing to assigned or attached personnel.

(3) Inspect facilities for adequacy, safety, maintenance and reviews programs for effectiveness of presentation.

(4) Prepare and submit a nonappropriated and appropriated fund budget for the Recreation and Food and Beverage Divisions for inclusion in the MWR budget to the MWR Director.

f. Food and Beverage Director. Under the supervision of the MWR Deputy Director, serves as the Administrative Director of the Food and Beverage Division which includes the Jumpin' Jax Complex, Chief Petty Officers' Lounge, Commissioned Officers' Club, and Snack Bars. The Food and Beverage Director has responsibility for directing administrative support functions which include budgeting, accounting, payroll, personnel, catering, procurement, property records, and management/technical advice.

(1) Administration of a comprehensive food and beverage program for authorized personnel and their dependents within the Jacksonville area per references (a) through (e), as well as with regulations and guidance of the MWR Director, Deputy Director or Commanding Officer, NAS Jacksonville and higher authority.

(2) Confers with Commanders, operating officials and food and beverage specialists in developing and implementing programs and activities appealing to assigned or attached personnel.

(3) Inspects facilities and equipment for adequacy and maintenance and reviews programs for effectiveness of presentation.

(4) Prepare and submit a nonappropriated and appropriated fund budget for the Clubs to the MWR Deputy Director for inclusion in the MWR budget.

g. Morale, Welfare and Recreation Programs. Includes those categories of activities listed and defined in reference (d).

h. Nonappropriated Funds (NAF). Are monies other than those appropriated by the Congress of the United States. These assets are held in trust as federal instrumentalities. There is no accountability for these funds in the fiscal records of the Treasury of the United States.

6. Program Evaluation. The MWR Department and staff will conduct interest and need assessments of program clientele. Participants in class programs will be periodically surveyed to ascertain reaction and evaluation of the program course and instructor. Where appropriate, similar surveys of fees and charges should be maintained and utilized.

7. Fees and Charges. Although the total MWR Program is not intended to be profit generating, fees and charges may be levied to offset the cost of some programs. The fees and charges schedule for MWR programs will be reviewed at least annually by the MWR Director. All recommended adjustments will be forwarded to the Fund Administrator for approval. The approved fee and charge schedule will be promulgated in a NAS Jacksonville Notice.



S. A. TURCOTTE

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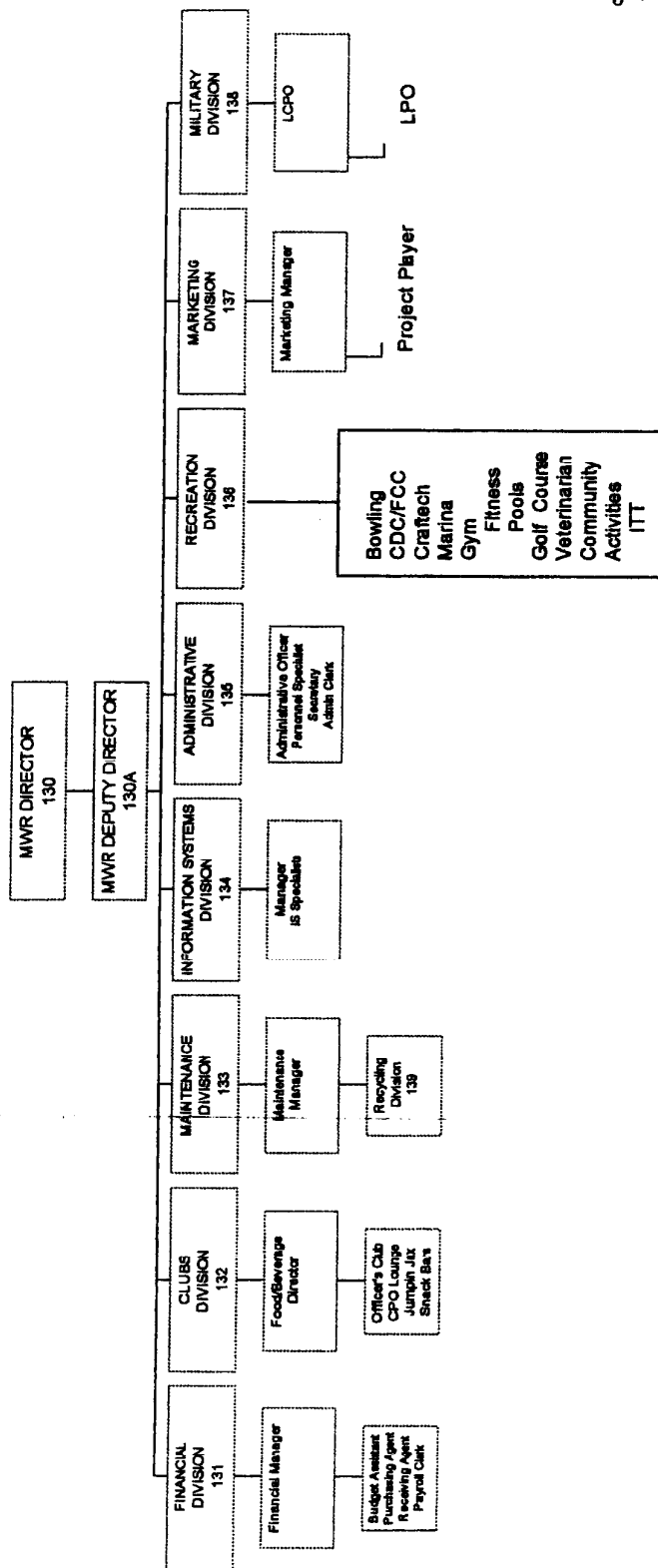
RECORD OF CHANGES

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MWR DEPARTMENT

CHAPTER 1

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CHAPTER 2

ADVISORY BOARDS

1. Duties. Advisory boards for MWR activities will act only in an advisory capacity to MWR and shall not, as a group or as individuals, engage in any management or operational duties. The advisory boards are:

- a. Quality of Life Board
- b. Child Development Center Advisory Board
- c. Officer's Club Advisory Board
- d. Chief Petty Officer's Club Advisory Board

2. Financial Relationships. Members of an advisory board for any MWR activity shall not receive financial enumeration from the activity in cash, goods or services for any duties performed as a member of an advisory board or as individual during or after working hours.

3. Membership. The Quality of Life Board will be a continuous body detailed in writing by Commanding Officers, Officers in Charge, or Department Heads. Each department/command participating in the MWR shall be represented on the Quality of Life Board. In the event designated members cannot be present at the meetings, Commanding Officers, OIC's or Department Heads shall ensure that alternates attend. Members will be appointed for periods of not less than one year. An incumbent may be renominated if performing a creditable job as determined by the command represented.

4. In the event designated members cannot be present at the meetings, Commanding Officers, Officers in Charge, or Department Heads will ensure that alternates attend. Members will be appointed for periods of not less than one year. An incumbent may be renominated if performing a creditable job as determined by the command represented.

5. Chairperson. The Commanding Officer, NAS Jacksonville will appoint a Chairperson, responsible for all Quality of Life Board Meetings. ~~The Chairperson will be responsible for all minutes and forward said minutes to the Commanding Officer, in a timely fashion.~~ Chapter 2 provides reporting format for all Quality of Life Board Meetings.

6. Meetings. The Quality of Life Board will meet on _____ (Date) _____. All meetings will be held _____ (Location) _____. Date and location of meetings will be announced in the POD in advance of scheduled meeting.

7. Unit Morale, Welfare and Recreation Committees. Individual commands and units are encouraged to establish MWR Committees. These bodies should make recommendations to the Quality of Life Board via their representative.

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QUALITY OF LIFE BOARD FORMAT

From: Chairman, Quality of Life _____ Board
To: Commanding Officer, Naval Air Station, Jacksonville

Subj: MINUTES OF QUALITY OF LIFE BOARD OF _____.

1. Meeting called to order by the Chairman at _____ (Time) _____.

2. The following representatives were present:

Also attending from MWR were:

3. The following activities did not have a representative present:

4. The minutes of the Quality of Life Board of _____ (Prior Month) _____ were read and a motion made by _____, seconded by _____, to accept the minutes.

5. Old Business:

a.

b.

c.

6. New Business:

a.

b.

c.

7. There being no further business, a motion to adjourn was made by _____ and seconded by _____. Meeting adjourned at _____.

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CHAPTER 3

ATHLETICS

SECTION I - GYMNASIUM

1. Purpose/Background. The Gymnasium provides a facility for indoor athletics and recreation for active duty military personnel, and other authorized users. The facility is available for informal and intramural sports. Facilities include two weight rooms, fitness equipment, racquetball courts, basketball court, indoor pool, steam and sauna rooms in the men and women's locker rooms and women's weight room. The fitness equipment includes liferowers, lifecycles, lifesteps, versa-climber and treadmill.

2. Eligibility. Eligibility authorized in reference (a) applies.

3. Fee Structure. Fee structure is outlined in reference (b).

4. Responsibility. The Athletic Director is responsible for the safe and efficient operation of the Gymnasium and shall ensure that all rules and regulations are enforced. It shall be their responsibility for the proper maintenance of the gymnasium and all the athletic equipment contained therein. The gear issue cashiers are responsible for the opening and closing of the facility as scheduled. They are to ensure that only authorized personnel utilize the Gymnasium.

5. Rules and Regulations. The following rules and regulations will be enforced by Gymnasium staff:

- a. ID cards are required of all patrons not in military uniform.
- b. Children under the age of 16 must be accompanied and supervised by an adult. Children under ten are not allowed at anytime, except to watch organized intramural games while accompanied by an adult.
- c. Shirts and shoes must be worn at all times while exercising.
- d. No radios allowed other than personal headphone type.
- e. Monday through Friday from 1100-1300 active duty will have priority for the basketball court.
- f. Everyone must fill out a chit when checking out gear or have a monthly card.
- g. All gear is to be returned the same day unless authorized at the time of check out.
- h. Locker rental fees are due the first of each month and will be purged on the seventh of each month if fees are delinquent.
- i. Gymnasium phone use will be limited to duty calls only. Personal calls are to be made on the pay phone located by the vending machines.

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j. ID card is necessary to check out equipment and will be retained for the issuance of basketballs.

k. No marking shoes allowed on basketball or racquetball courts.

l. Food and drink permitted as authorized by Athletic Director.

m. No personal belongings will be kept behind the front desk.

n. Persons 14 - 16 years of age must be under the direct supervision of an adult when using weight and/or exercise equipment during nonpeak hours. Peak hours are Monday - Friday, 0500 - 0800 and 1100 - 1300. Patrons 16 and under must be accompanied by a parent to use other recreational spaces including racquetball and basketball courts.

o. Each authorized user of the facility may sign in one guest per visit. Sponsors must accompany their guest at all times while at the facility. Guests will provide a photo ID.

p. All weights must be returned to their proper place when finished.

q. If locker is purged there is a \$1.00 clean out charge. Normal fee will then be charged if another locker is desired.

r. Eyeguards are required at all times on the racquetball courts.

s. If more than 10 minutes late for a racquetball reservation, the reservation will be cancelled.

SECTION II - FIELDS AND COURTS

1. Purpose/Background. The following fields and courts are available at NAS Jacksonville:

- a. Four racquetball courts are located in the Gymnasium.
- b. Ten lighted tennis courts are available. Two courts are located at the BOQ, and eight courts on the corner of Allegheny and Birmingham.
- c. Five lighted softball fields are available. Four are located at the McCaffrey Complex on Child St. The other field is on Allegheny Rd.
- d. One football/soccer field is located off Allegheny St. This field is used for intramural games.
- e. Two squash courts are located on Mustin Road.

2. Eligibility. Eligibility authorized in reference (a) applies.

3. Fee Structure. Fee structure is outlined in reference (b).

4. Rules and Regulations

a. Racquetball Courts. Four courts are air conditioned and heated. All courts are available for reservations by contacting the Gym at extension 2930 up to 24 hours in advance.

b. Tennis Courts. Courts are available on a first come, first serve basis except when reserved by the Athletic Branch for tournaments, classes or special events.

c. Fields. These fields are used for intramural games. Reservations for these fields may be made through the gymnasium at extension 2930 when not scheduled for games, tournaments or special events. These fields are normally available on a first come, first serve basis except when reserved by the Athletic Director for tournaments and special events.

d. Squash Courts

(1) The key may be checked out from the BOQ information desk.

(2) These courts are on a first come, first serve basis except when reserved by the Athletic Director for tournaments and special events.

e. Basketball Courts

(1) The indoor basketball court at the Gymnasium may be used by the commands/units by reservation only, for structured activities such as physical training, basketball, volleyball, command tournaments and other recreational endeavors appropriate to the space. Sideline activities may consist of stretching, boxing, pull-ups and other light activity at the discretion of the gymnasium management.

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(2) Group bookings are available from 0830 - 0930 and 1500 - 1630, Monday through Friday year round. Reservations are booked on a first come, first serve basis when paperwork is received at the Athletic Office with a minimum of 24 hours notice.

(3) Commands/units wishing to make a group booking for this space must submit their request in writing. All requests must include the date and time required, the type of activity that will be taking place, approximate number of participants, point of contact or coordinator of the activity and telephone number.

(4) Each command/unit may make up to two bookings per month.

SECTION III - SWIMMING POOLS

1. Purpose/Background. The Morale, Welfare and Recreation Department is responsible for one outdoor pool and one indoor pool. These pools are operated for recreational swimming, swimming lessons, and training purposes.
2. Eligibility. Eligibility authorized in reference (a) applies.
3. Fee Structure. Fee structure is outlined in reference (b).
4. Rules and Regulations. Swimming pools are facilities which have certain inherent dangers and personnel and guests are enjoined to conduct themselves in such a manner which will cause no injuries or loss of life. Lifeguards are provided at each pool and precautions will be taken to prevent accidents. If utilization of the pools results in an overcrowded and unsafe condition, a priority system will be established by the Commanding Officer. The following safety regulations are in effect at all pools at all times:
 - a. Children under 10 years of age must be accompanied by, or under the direct supervision of, an individual whose minimum age is 16 years. Children between the ages of 10 and 16, if left unattended, must successfully complete swim test that is administered by a staff member.
 - b. Aquatic facility rules and regulations shall be posted at prominent locations throughout the aquatic facility.
 - c. Aquatic toys and equipment will not be permitted in the pool enclosure at any time. Prohibited items include, but are not limited to, rafts, kickboards, inner tubes, scuba gear, swim fins, masks, water wings, balls, frisbees, inflatable objects, or other similar water play items. The use of these items is only authorized for organized programs or classes conducted in addition to the hours of operation. Kickboards and other items of equipment used for lap swimming are authorized. The use of U.S. Coast Guard approved personal floatation devices is authorized at any time.
 - d. Lifeguard shall be obeyed at all times.
 - e. The Aquatic facility and the surrounding area will be cleared of all persons during squalls, thunderstorms and lightening for a period of time as determined by the lifeguard.
 - f. Running, pushing, diving or unruly conduct will not be permitted.
 - g. Neither eating nor drinking is permitted within a minimum of 12 feet of the pool. A distinguishing mark will indicate the area beyond the pool where eating and drinking are permitted. No smoking is permitted in indoor swimming pool areas. Smoking is permitted in designated areas of the outdoor pool. The designated smoking area will be at least 25 feet from the bathhouse entrances and away from the immediate pool area.
 - h. Glass in any form is not permitted.
 - i. Persons with colds, skin infections, or open wounds are not permitted to enter the pool.

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- j. All swimmers must shower before entering pool.
- k. Swimming is not authorized without a lifeguard on duty.
- l. Pets of any type are not allowed.
- m. Swimmers must wear clean and appropriate swimwear. Cutoff jeans or pants are not authorized. Swimming suits are required for female patrons. No athletic bras, T-shirts or shorts. Swimming with eyeglasses is permitted if they are safety glasses and properly secured with appropriate straps.
- n. Climbing on the lifeguard stand or using lifesaving equipment for other than emergency use is strictly prohibited.
- o. Admission fees will be collected upon entering the swimming pool by the Cashier/Pool Attendant. All patrons are required to sign the daily log upon entering and to show ID.
- p. Fraternizing with the on-duty lifeguard is not permitted.
- q. Portable radios, television, or music devices (with the exception of small walkman type devices equipped with headphones) will not be permitted in the pool enclosure at any time.
- r. Patrons who appear to be under the influence of drugs or alcohol will not be allowed in or near the aquatic facility.
- s. MWR personnel are not responsible for items lost or stolen.
- t. In the event of an emergency rescue, the lifeguard will notify the base Medical Command, Command Duty Officer, and the local MWR Department management representative.
- u. A maximum pool capacity of 584 shall not be exceeded at any time for either pool.
- v. Use of alcohol beverages is prohibited on the pool deck.

5. Locations

- a. The indoor swimming pool is located in Bldg. 614 on Gillis Street. There is a 50 meter x 25 yard pool with graduated depth to 12 feet. The Indoor Pool also serves as a training pool for military requirements and is the home of the Jax Navy Swim Team.
- b. The outdoor swimming pool is located in Bldg. 419 on Allegheny Street. This is a 50 meter x 25 yard pool with graduated depth to six feet. With a wading pool, bathhouse, large picnic patio with concession stand, picnic area and 150 foot waterslide.

6. Outdoor Pool Parties. Group parties may be scheduled after normal operating hours by coordinating with the Athletic Department at 542-2930/3239.

SECTION IV - SPORTS ACTIVITIES

1. Purpose/Background. The primary purpose of the NAS Jax sports program is to provide maximum opportunity for participation in a well-balanced program of planned and informal sports activities. These activities are designed to enhance the physical, mental and social well-being of all personnel. Participation in vigorous sports activities is recommended as an excellent means of attaining and maintaining desired levels of physical fitness.

2. Athletic Program. The Naval Air Station athletic program is designed, sponsored, and conducted by the MWR Department under the supervision of the Athletic Director. The basic purpose is to provide an opportunity for military personnel to take part in some form of supervised competitive sport on a voluntary basis.

3. Eligibility. Eligibility authorized in reference (a) applies. The following eligibilities also applies:

a. Orders. Commands of individuals participating in higher levels of competition should issue Permissive Travel Orders to cover such participation. Orders should be worded to permit individuals to proceed to higher levels of competition, if so qualified and selected. Issuance of individual orders is recommended for accommodation of individuals selected to proceed to higher competition.

b. Participation. Eligible personnel of a command not fielding teams or supporting individuals in officially sponsored competitions will be allowed to participate with commands sponsoring participation in such competitions. Respective Commanding Officers should mutually agree to all such cases.

4. Responsibility

a. Officer in Charge. Each athletic team representing a Navy activity will have an Officer in Charge. When assignment of a commissioned officer is not feasible, a senior petty officer may be assigned. The appointed individual must be completely familiar with the sport and will be responsible for the team's conduct while it is organized for competition.

b. Officials. Every effort is made to use qualified officials of a recognized professional status at all levels of competition. If circumstances preclude the use of professional officials, service personnel who are qualified as officials for the sport may be used.

c. Player Control. Violence in sports has prompted the adoption of various suspensions to preclude physical and verbal abuse. Suspensions shall be invoked by the Athletic Director according to the standard rules for intramurals. Suspensions may vary from one week to the offender's entire tour of duty at this base based on the type of act and its severity.

5. Rules and Regulations. The sports program will consist of voluntary sports activities which will promote physical and mental fitness, "esprit de corps" within units, and develop cooperation, leadership and confidence. To

effectively carry out this program, every effort should be made to promote maximum participation by all hands. Official rules set forth by the organization governing amateur competition in each sport plus local revisions shall be used.

6. Types of Sport Activities. The sports program includes informal activities and competition at all levels. Individual expression through participation in sports activities is the intent of the sports program.

a. Informal Sports. Informal sports activities consist of spontaneously arranged competitive events between individuals or groups of individuals who normally do not participate as an organized team. Examples would include tennis, racquetball, basketball, running/jogging and volleyball by individuals or groups interested in a specific activity, but not necessarily interested in formal team membership.

b. Intra/Intermural Sports. Intramural sports are organized competitions conducted within individual commands or among those commands served by MWR. Intermural sports are considered to be organized competitions conducted among individual commands or installations within the same general area in which participants represent their command. Normally, these participants are selected from internal command competitions. The Intramural Sports Program is open to all active duty for 90 consecutive days or more for other than training.

c. Awards. Awards may be given in recognition of individual and/or team achievement. In all team sports which lead to playoffs, the ultimate goal is intramural champion of NAS Jacksonville. Selection will normally be based on end of season playoffs rather than league play.

d. Athletic Representatives. A Naval Air Station notice announces dates for organizational meetings and approximate starting dates for the various programs. This notice also requests tenant commands and department heads to appoint an officer or senior petty officer to represent the unit and encourage all male or female who may be eligible to participate in the program. The appointed representative shall maintain close liaison with the Athletic Director to better coordinate the sports program.

e. Level Sports. Competition is conducted by teams which are organized for the purpose of playing regular schedules over extended athletic seasons. Such competition might include participation in military/civilian leagues or those formed among commands of the various services.

f. Base Team Sports. Teams which perform under the JAX NAVY may utilize personnel of all commands participating in the MWR program. Base team sports are a natural outgrowth of the intramural program and afford individuals the opportunity to compete in higher level competitions.

g. Navy Trial and Training Camps. Personnel who feel they possess the high degree of athletic ability required to represent the Navy in higher competition may make application to Commander, Naval Personnel Command for selection to the specific training camp or trial. This application format is available in the Athletic Office and information leading to process and dates of camps is readily available. Eligibility requirements remain the same for this program as for all Navy sports.

SECTION V - FITNESS SOURCE

1. Purpose/Background. The operation of the Fitness Source is a function of the Athletic Division of the MWR Department. The Fitness Manager under the Athletic Director is responsible for the proper operation and management of the center.

2. General Information. The Fitness Source is located in Building 867 on Enterprise Street. The Fitness Source provides:

- a. A staff of qualified fitness instructors.
- b. A Pro Shop with various fitness supplements and accessories.
- c. A variety of weight training equipment.
- d. Cardiovascular equipment.
- e. Various group exercise classes.

3. Eligibility. The Fitness Source is a membership facility. Authorized users (with Identification Cards) including active duty, dependents, retirees, and DOD civilians and reservists.

a. Guests. Guests are permitted to use the facility. All guests must remain with their sponsor at all times.

b. Children. Children are not permitted to use the center. The minimum age for members is 16 years old for resistance equipment and 12 years of age for group exercise classes in designated exercise room only.

4. Fee Structure. Fee structure outlined in reference (b) applies.

5. Responsibility. In addition to the following individual responsibilities, each Fitness Source employee is required to maintain current CPR certification. The Fitness Source Manager will:

- a. Ensure proper management and operation of the Fitness Source.
- b. Employ adequate personnel to operate and maintain the facility.
- c. Ensure all employees are fully aware of their duties and responsibilities and that their duties are properly and safely performed.
- d. Ensure all fitness instructors initiate and maintain a regular maintenance schedule with emphasis on preventive maintenance on all center equipment.
- e. Ensure all cashiers properly maintain the appearance of the Pro Shop, including cleaning and organizing inventory.

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6. Membership. All patrons must fill out proper paperwork, including a health screening and a copy of the rules and regulations, DOD consent form, and pay monthly dues. All expired memberships will be put in a "hold file" until payment is made. All members must present valid ID on each visit to the center. Failure to do so could result in denial of entry.

7. Operating Hours. Detailed hours of operation can be found in reference (b) and are posted at the Fitness Source. Fitness classes are offered at various times throughout the week. The management reserves the right to vary the schedule and cancel classes. Cancellation of classes will be communicated to the members as soon as possible.

8. Rules and Regulations. Our intention is to offer a safe and enjoyable atmosphere for all authorized users. Proper conduct is expected. The following rules, provided upon enrollment to each member, are enforced and maintained to provide for efficient operation and for a user friendly Fitness Source.

a. Attire. Proper attire will be worn by all patrons utilizing the Fitness Source. Clothing must present a clean, neat, respectable appearance. Proper shoes include tennis or gym shoes. No sandals or shoes with open fronts or backs. Shirts and shoes must be worn at all times.

b. Misconduct. Profanity, offensive language or gestures, intoxication, equipment abuse, or any other form of misconduct will not be tolerated.

c. Lockers. Lockers are provided for use in both the male and female locker rooms. You must provide your own lock. The Fitness Source is not responsible for the theft or loss of personal items. Towels are not provided.

CHAPTER 4

BINGO

1. Purpose/Background. To establish policies and procedures for the operation of Bingo in MWR activities at Naval Air Station, Jacksonville.

2. Eligibility. Eligibility authorized in reference (a) applies. The following eligibility also applies:

a. Employees of Bingo, their immediate family members and relatives, will not participate in Bingo games or accept prizes awarded at the event. This also applies to volunteers serving as caller and/or monitor.

b. Each member may sponsor two guests.

c. Minors ages 13 and up may play Bingo on Sundays (Family Bingo Nights) when accompanied by a parent or guardian.

d. Armed Forces ID cards and/or activity passes must be checked before sale of Bingo cards. Sponsors must sign for authorized guests.

3. Responsibility. The management of Bingo will be the responsibility of the Bingo Supervisor under the supervision and guidance of the Food and Beverage Director. The activity manager is also to:

a. Conduct Bingo operations per reference (f).

b. Ensure that policies and procedures contained in this instruction are followed during Bingo sessions.

c. Supervise Bingo operations.

d. Maintain Bingo equipment in good condition at all times and keep an adequate stock of Bingo supplies.

e. Establish appropriate controls to safeguard and account for Bingo receipts and prizes (cash and merchandise).

f. Determine monetary value of cash and merchandise prizes.

g. Operate and maintain a Bingo petty cash fund.

h. Ensure that Bingo is not publicized in media sent through the U.S. Postal Service.

i. Ensure only personnel employed by or assigned to the Jumpin' Jax complex are used to control and award Bingo prizes and sell Bingo cards.

4. Procedures

a. Bingo card sales will be controlled in the following manner:

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(1) Punch-out or throw-away cards will be screened prior to sale to ensure that serial numbers are in sequence, cards are not missing, and that there are no cards with duplicate numbers. These cards will be sold in serial number sequence.

(2) There will be no limit on the number of cards that may be sold to an individual player.

(3) All card sales will be rung up on a cash register in view of the customer at time of sale. The customer will be given a kick-out tape or receipt with each sale.

b. Bingo cards will also be controlled and documented as follows:

(1) Throw-away cards are prenumbered and will be controlled in numerical sequence. Record the beginning and ending serial numbers for each stack of cards on the Bingo activity report.

(2) Compute sales by multiplying the card's sales price times the number of cards sold (number sold includes block of serial numbers issued). Enter the sales on the Bingo activity report.

c. Award Bingo prizes in the following manner:

(1) Pay cash prizes not exceeding \$1,000.00 per single award from the Bingo petty cash fund.

(2) Pay cash prizes greater than \$1,000.00 per single award (with the exception of bingo appreciation or special games) by check prepared by the Business Support Office. The Bingo Supervisor will initiate a written request for the check.

(3) Document all prizes (cash, merchandise, gift certificates,, etc.) and make sure winners sign for them on the Bingo activity ledger. Clearly record the following information:

a. Date and location of Bingo session.

b. Ledger control number.

c. Game number.

d. Description of the prize.

e. Bingo card number.

f. Amount of prize.

g. Winner's name, social security number, address, telephone number. If the winner is a sponsored guest, record the name of the sponsor.

h. Signature of the winner.

(4) Winners must present their cash register receipt or copy of guest check prior to claiming prizes. Some form of claim identification must be used.

CHAPTER 5
BOWLING CENTER

1. Purpose/Background. The operation of the Bowling Center is a function of the MWR Department. The Bowling Center Manager under the Recreation Director is responsible for the proper operation and management of the Center.

2. Eligibility. Eligibility authorized in reference (a) applies. The following eligibilities also applies:

a. Guests. Utilization of the Bowling Center by guests will not interfere with the primary purpose of the Bowling Center by eligible participants. Guests are permitted to bowl in league play.

b. Use of the Bowling Center by Children. Children 10 years of age and younger are permitted in the Bowling Center when accompanied by a responsible adult, parent or a sponsor of 18 years of age or older. This regulation is waived during specified children's bowling hours.

3. Fee Structure. Fee structure is outlined in reference (b).

4. Responsibility. Cashiers and attendants are on duty at the Bowling Center to maintain order and conditions beneficial to all users. They have the duty, authority and responsibility to enforce these regulations and remove any persons failing to comply, as well as reporting the incident to the Security Office and/or Officer of the Day as appropriate and the MWR office.

a. Sponsor Patrons. Sponsors of dependents and guests will be held fully responsible for the supervision of their actions.

b. Bowling Center Manager's Responsibilities. To ensure the proper management and operation of the Bowling Center, the Manager will:

(1) Employ adequate personnel to operate and maintain the facility.

— (2) Ensure that all cashiers, attendants and maintenance technicians are fully aware of their duties and responsibilities and that their duties are properly performed.

(3) Initiate and maintain a regular maintenance schedule with emphasis on a preventive maintenance program.

(4) Initiate and maintain a well-balanced mix of open bowling, leagues, tournaments and children's bowling to ensure maximum utilization of the Bowling Center and to allow a varied program.

5. Rules and Regulations. It is intended that authorized personnel and their dependents enjoy the use of the Bowling Center to the fullest extent possible. Proper conduct is expected. The following rules and regulations have been established to provide safe and efficient operation of the Bowling Center:

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a. Attire. The uniform of the day or appropriate civilian attire will be worn. No short shorts or halter-tops are permitted.

b. Lockers

(1) Personnel are encouraged to utilize the lockers provided in the Bowling Center as an added convenience. It is intended that the lockers be utilized by active bowlers for bowling equipment. Locker rentals will be as follows:

(2) Lockers will be rented on a first come, first serve basis to all authorized patrons.

(3) Lockers will be rented annually. Payment is to be made in advance.

(4) Active bowlers may extend locker rental by timely advance payment of yearly rental fees.

(5) In the event that lockers are misused (used as a storage space), or rental payment becomes over 30 days delinquent, locker privileges will be terminated for the individuals involved. Lockers will be opened and the contents removed for disposal by Management.

(6) There will be no refunds for lockers rented by the year if not used for the full year.

c. Bowling League Regulations. Leagues are encouraged. Organizations will coordinate with the Bowling Center Manager to ensure proper scheduling. Written requests for league reservations are required. Leagues will be constituted adhering to the following stipulations:

(1) Leagues may consist of up to 20 teams consisting of six persons per team.

(2) Leagues will be limited to allow a varied program. Time must be allocated to specialty programs to include open bowling, children's bowling, tournaments and league play.

(3) League secretaries are required to notify the Bowling Center of any changes or cancellations of schedules as far in advance as practical.

(4) League secretaries are required to provide a copy of league constitutions and bylaws to the Bowling Center Manager at the beginning of each league.

(5) Established leagues will take precedence over open bowling during assigned league time periods. League make-up games will take precedence over open bowling if caused by a machine failure. League make-up game reservations will be scheduled through the Bowling Center.

(6) League teams are responsible for score verification. This is not the responsibility of Bowling Center employees.

(7) All leagues will sign a contract prior to the third week of bowling.

d. Misuse of Bowling Center equipment will not be tolerated.

e. Profanity, intoxication, drunken behavior or any misconduct will not be tolerated.

f. Loitering or running in the Bowling Center is prohibited at all times.

g. Only food and beverages provided by the Gutterball Grill/MWR food facilities will be consumed in the Bowling Center area. All other food and beverages are prohibited.

h. Personal articles found left in the Bowling Center will be held for 15 days before disposal by Management.

i. The number of frames bowled will be metered and any frames bowled over the maximum number necessary to complete a game will be charged an additional fee per frame.

CHAPTER 6

SECTION I - CHILD DEVELOPMENT CENTER

1. Purpose/Background. The Navy Child Development Center (CDC) is operated and maintained for eligible minor children of DOD military and civilian personnel. The program is provided with appropriate activities to ensure a healthy, safe environment and to promote quality child care to the various developmental levels of children.

2. Eligibility. Eligibility authorized in reference (a) applies.

3. Fee Structure. Fee structure is outlined in reference (b). The following also applies:

a. All hourly charges are to be paid at the close of services rendered.

b. Weekly rates are to be paid in advance by Monday for the week of service or on the previous military payday. Payment plan is selected by the patron when signing the parent agreement. A \$10.00 late fee is charged for weekly tuition not paid as scheduled.

c. Each full time child is eligible to use 10 days per anniversary year as leave days. Prior notification of use of leave day(s) is required.

d. If children are picked up after closing time, a late fee will be assessed of \$5.00 for any portion of each 15-minute increment after the closing time.

4. Responsibility. The Child Development Program Administrator (CDPA) is responsible to the MWR Deputy Director for the operation of the center including scheduling hours of operation, supervision of subordinates, maintenance of facilities, organization of programs, and the care and supervision of the children.

5. Rules and Regulations. The overall operation of the CDC is regulated by reference (g). Standard Operating Procedures (SOPs) govern specifics of the day-to-day operation of the CDC and are to be developed from reference (g) and this instruction.

a. Reservations. Reservations for hourly care may be made up to one week in advance and are recommended. An up-to-date immunization record and completed CDC registration card are required prior to making the first reservation. Only children six weeks through five years of age will be accepted. Infants who have not received their first vaccination at eight weeks must have proof of a "Well Baby" checkup. Patrons are required to notify the CDC should the child not attend for any reason. Reservations will only be held for 15 minutes.

b. Hours of Operation. Detailed hours of operation can be found in reference (b) and are posted in the CDC.

c. Personal Belongings. A change of clothing must be provided for each child in case of any mishap. All belongings (including clothing, coats, diapers, bottles, diaper bags, etc.) must be labeled with the child's name.

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(1) Disposable diapers must be provided by parents. Each diaper must be labeled with the child's name. A fee will be charged for each diaper provided by the CDC.

(2) Ready-to-feed bottles (no glass) must be used for all formula, milk, juice, etc. Cereal cannot be mixed in bottles; bottles cannot be refilled or formula mixed by CDC staff. Caregivers are not allowed contact with the contents of any child's bottle. All bottles and baby food must be capped and labeled.

d. Meals. Breakfast, lunch, and afternoon snacks are prepared on site. All children registered weekly or hourly and present during scheduled snack and meal periods will be fed. Patrons must fill out a USDA food application. This application must be updated annually. Children with documented food allergies or medical restrictions will be assessed on an individual basis.

e. Special Arrangements. Arrangements may be made to have the CDC open at nights and on weekends by contacting the CDPA. Payment for such services will be made in advance on a contractual basis.

f. Registration/Acceptance Procedures. Weekly patrons must complete the CDC registration card, parent agreement, and a Navy dependent care plan (if applicable). The registration card and parent agreement require sponsor's signature. Additionally, documentation of an up-to-date child's physical examination, signed by a doctor (valid for two years from date of examination) along with up-to-date immunization documentation are required before a child may be accepted. In the event of an emergency, the staff must be able to immediately contact a parent or other emergency contact person; therefore, registration forms must be updated annually or as pertinent changes occur.

g. Health Requirements

(1) Parental knowledge is required as to whether the child has had or has been exposed to measles, chicken pox, mumps, polio, or other significant childhood diseases during the past three years.

~~(2) Parental knowledge is required~~ daily as to the child's general health situation - symptoms of sore throat, ear infection, head cold, upset stomach, cough, fever, diarrhea, skin rash, conjunctivitis, etc.

(3) Upon arriving at the CDC, a staff member will generally examine the child to determine if any of the symptoms listed above exist and if there are any cuts, scratches, or bruises present. If after the examination, any of the symptoms are present, the child may not be admitted for that day. Should a conflict develop as to the extent of the symptoms, the Senior Medical Officer will be contacted by a Lead staff member.

(4) Policy for Sick Children

(a) Any child who is refused admittance because of the symptoms noted in paragraph (1) or (2), or who has been sent home two days in a row for these symptoms may return to the CDC only with written authorization from a medical officer or family doctor. Any child must have a normal temperature for 24 hours before returning to the center.

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(b) Parents will be required to pick up their child due to presence of symptoms listed or any communicable disease within one hour.

(c) The staff will not administer medication to children other than first aid. Parents will adjust work schedules if medications are needed during the hours of operation of the Child Development Center.

h. Policy on Child Behavior

(1) Kindness and love, as well as firmness, are extended to all the children by the staff. No corporal punishment will be administered. Therefore, it is essential that parents instruct their children to follow the directions of the staff. A concerted effort by the staff will be made to work with parents whose children are having difficulty making a positive adjustment to the CDC. However, if other children's safety and well-being are jeopardized by an unruly child's negative or aggressive behavior, the parents will be contacted for a conference and possibly to remove the child from the CDC for that day, depending on severity of the behavior. If behaviors fall under the unacceptable behavior policy, the child will be placed in a 30-day warning period. If adequate improvement is not noted, the parent will need to make other arrangements for child care.

(2) Biting is a serious problem due to possible transmission of diseases. The parents of a child who continues to bite and endanger other children will be contacted for a conference for the child to be placed in a 30-day warning period. If adequate improvement is not noted, the parent will need to make other arrangements for child care.

i. Safety Requirements

(1) Smoking is prohibited in any CDC building and on the playground area. Staff smoking area is located north of building 705.

(2) All children must wear shoes. Flip flops are not permitted.

(3) The following items are also prohibited: glass baby bottles, gum and lollipops, or any hard candies.

j. Emergency Procedures

(1) In the event a parent is unable to pick up a child, the center must be notified in writing, via registration card or temporary authorization form, of the person designated to pick up the child. Proof of identification will be required.

(2) In the event of an accident or illness which requires emergency treatment, the child will be transported by ambulance to the Naval Hospital Jacksonville and the parents notified. A CDC employee will accompany the child in the ambulance to the hospital and stay with the child until the parent arrives. Injuries of a minor nature (skinned knees, etc.) will be treated by the staff and the parent informed by a mishap slip. Parents will be notified immediately in the event of a head injury, a bite incident that breaks the skin, or any problems requiring immediate medical attention.

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k. Fire Safety

(1) Children will be taught fire safety and how to function during a drill.

(2) At least one fire drill per month will be held at various scheduled times.

(3) If parents should arrive at the center during a fire drill, they are not to interfere. Parents should immediately evacuate the center. The caregivers are responsible for the children and each caregiver has a roll sheet with the name of each child. Parents will not remove children from a group during a drill. Children will not be accepted into the CDC during a fire drill.

(4) In case of fire or fire alarm sounding:

(a) The person nearest a phone (usually the Operations Clerk) will call the Fire Department (911) and report the fire or that the fire alarm has sounded. The caller will give the building number, phone number, their name, and location of the fire.

(b) Front desk personnel will ensure all rooms are notified by the intercom system, will collect the front desk attendance clipboards, evacuate the building, and immediately move from group to group ascertaining that all children were evacuated from the building.

(c) Staff members will coordinate the evacuation of their rooms using the exit doors and will take the room attendance record with them. Infants will be transported in a crib. Staff and children will evacuate to designated areas.

(d) Upon evacuation, staff members will check all rooms and close all interior doors. All outside doors must be closed after each group exits their classroom.

(e) Roll call will be taken of children in attendance once outside.

(5) Bomb threat evacuation:

(a) Staff member receiving the phone call will attempt to record as many specifics of the conversation as possible. Special attention should be given to finding out the exact location and precise time the device is set to detonate.

(b) Notify the following and report the threat:

- 1. Fire Department - 911
- 2. Security - 911
- 3. MWR Deputy Director - Ext. 3111/3112/3122

(c) Evacuate the building through exit doors using the Fire Evacuation procedures. All children will be taken to the Jumpin' Jax complex.

(d) The CDPA or building supervisor will ascertain if all personnel (staff and children) have evacuated the building by reviewing attendance records and head counts. Unaccounted-for personnel will be reported to Security/NIS immediately. Under no circumstance should any staff, parent, or child be permitted to reenter the building without authorization by Security. After an assessment has been conducted by the notified department, re-entry may be permitted.

l. Release of Children. No child will be released from the center to anyone other than his or her parent unless written authorization has been provided. This includes, but is not limited to, older brothers, sisters, grandparents, etc. Only permission notes with the sponsor's signature and signed in front of the Operations Clerk will be accepted. Individuals picking up children will be required to provide photo identification. Should the staff have to wait for proper written authorization or a parent's arrival, the parent will be held responsible for all accrued charges.

m. Holidays. The center is closed on Saturday, Sunday, and all federal holidays. Weekly patrons' payments include holidays. Weekly payment amounts depend on the payment plan option selected by the patron. Any of the 10 vacation days may be used for holidays provided the parent provides advance notification of this intent to the front desk personnel.

n. Receipts. Year-end tax statements are available from the CDC. Cash register receipts are proof of payment for child care services and should be kept for personal records. The CDC tax number is available to patrons upon request.

o. Withdrawal. When a patron is being transferred, has a change in schedule, or no longer requires the service of the CDC, they are required to notify the CDC two weeks in advance of the child's last day. Failure to give the center at least two weeks notice will result in the parent being held responsible for payment of the following two weeks.

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SECTION II - CHILD DEVELOPMENT ADVISORY COUNCIL

1. Purpose/Background. The Child Development Advisory Council (CDAC) recommends to the Commanding Officer, via the Child Development Program Administrator, MWR Deputy Director, and MWR Director changes, modifications, and improvements to the program, services and facilities of the Child Development Center (CDC) and Family Child Care (FCC) program.
2. Discussion. Reference (g) requires the formation of an Advisory Council to maintain close relationship, improve communications, and provide suggestions for the smooth operation of the Child Development Center.
3. Membership. The CDAC is formed as follows:
 - a. Representatives from all commands and activities are desired to serve on the advisory board as a collateral assignment. Commands or activities should contact the chairperson or CDC Program Administrator with names of assigned representatives. When a group of activities is indicated, they will collectively select their representative. Advisory Council representatives will normally serve a term of one year from 1 May to the last day of April. The majority must be parents.
 - b. A Chairperson and Vice-Chairperson will be elected by vote of the appointed representatives at the April meeting with the outgoing Chairperson presiding at this meeting. The results of the election will be recorded in the minutes for review and approval by the Commanding Officer Naval Air Station.
 - c. A representative from the MWR Department will attend meetings as a nonvoting member to provide guidance regarding availability of Navy and local community family services.
 - d. The Family Advocacy Representative will attend all meetings as a voting member to provide guidance regarding availability of Navy and local community family services.
 - e. Additionally, a representative of the below listed departments/commands will attend scheduled meetings as a voting member. In as much as possible, the same individual would participate in the Multidisciplinary Inspection Team, Quality Review Board, and monthly inspections.
 - (1) Fire Department
 - (2) Safety Manager
 - (3) Medical Advisor (Naval Hospital)
 - (4) Preventive Medicine
 - f. Each appointed member of the Advisory Council will have one vote and an equal voice in all discussions.

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4. Responsibilities

a. The Advisory Council will:

(1) Act only in an advisory capacity to the Commanding Officer and will not engage in management or operational functions.

(2) Observe the overall operation of the CDC and make recommendations through the CDPA to the Commanding Officer for improvement.

b. The Advisory Council will meet on the second Tuesday of each month at 0900. The Chairperson will ensure that advance notice on each meeting is forwarded for promulgation in the Plan of the Week and Jax Air News. Prior to conducting a regular order of business at each meeting, the Chairperson will ensure a quorum of eight designated representatives or alternates is present and available to act/vote on agenda items. Only designated representatives/alternates will be eligible to vote, and no vote will be recorded unless a quorum is present.

c. Members will not receive financial enumeration from the CDC in cash, goods, or services for any functions performed as members of the Advisory Council or as individuals during working hours.

d. All CDP users are welcome to attend meetings.

4. Action

a. All commands or activities are requested to designate CDAC members, (primary and alternate), preferably users of the CDC, or individuals expressing interest in representing their command in child care matters. Appointments will be for a period of 12 months and will be made not later than 1 May annually, in writing, to the Commanding Officer, Naval Air Station Jacksonville. Appointment of an alternate is desired.

b. The Advisory Council Chairperson (or Vice-Chairperson when required) will preside and conduct meetings per the accepted rules for parliamentary procedures. The Chairperson will ensure an accurate record of the proceedings is kept and forwarded to the Commanding Officer via the CDPA for review and action following each Advisory Council meeting.

c. The Commanding Officer strongly supports an active and interested Advisory Council. All recommendations received in writing from the Advisory Council will be carefully considered.

d. The Advisory Council minutes will be distributed to all commands and activities after review and endorsement by the Commanding Officer. Commands and activities are requested to make internal dissemination of the minutes.

SECTION III - FAMILY CHILD CARE PROGRAM

1. Purpose/Background. Family Child Care (FCC) is care provided by private individuals in their on-base Navy family housing unit or off-base residence. Care is full or part-time on a regular basis for more than 10 hours a week. Reference (g) provides guidance to ensure the minimum standards for care and protection of the children and encourages and assists providers. FCC does not include occasional baby-sitting and is not intended to be 24-hour foster care on a regular basis. Any person providing more than a total of 10 hours of care to any children in their on-base housing unit is required to be a certified FCC provider.

2. Eligibility

a. Patrons. FCC is available to all DoD military and civilian employees presenting a valid ID card, on a space available basis. Priority is set accordingly:

(1) Active duty single and dual military, Naval Air Station Jacksonville.

(2) Active duty, other commands.

(3) Other DoD personnel.

b. Providers. Each provider will receive a minimum of 20 hours training, including Child Abuse Reporting/Prevention, First Aid, CPR, Heimlich Maneuver, and sanitary food service. After receiving certification to operate, each provider will receive two hours training minimum per month. Certification procedures are outlined in reference (g) requiring inspections and/or approval by the Fire Department, Preventive Medicine, Security, Housing Office, Family Advocacy, CAAC, and Family Child Care Director prior to the Commanding Officer's signature of authorization. Applicants for off-base FCC must be licensed by the Department of Children and Families (DCAF) prior to applying for certification through the Navy FCC program or be pursuing licensure through DCAF jointly.

3. Fee Structure. Fees charged are a private matter between the provider and parents. The Navy will not be a party to any liability claims incurred by the Provider. FCC providers may enroll in the FCC subsidy program, if available. The subsidy program is for children under the age of three years; children must be dependents of active duty members. Exceptions will be considered for the subsidy program for children up to the age of 12 years for special needs, night-care, weekend care, and extended hours care. Parents will qualify for subsidy rates based on total family income levels.

4. Responsibility. The FCC Program will operate under the guidance of the Child Development Program with oversight by the Recreation Division of the MWR Department. The FCC Director will report to the Child Development Program Administrator (CDPA) and will be responsible for the proper implementation of the FCC Program at NAS Jacksonville.

5. Rules and Regulations. The FCC Program will meet all requirements for operation as delineated in reference (g), and additionally:

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a. The FCC Director/Monitor will:

(1) Be available for office and phone consultation with FCC providers for the following services:

- (a) Child referrals.
- (b) Monthly newsletters.
- (c) Written and verbal communication.
- (d) Liability insurance information.
- (e) Nutrition consultation service.
- (f) Referrals to Navy and civilian support systems.
- (g) Backup provider information.

(2) Investigate reports of unauthorized care.

(a) When a report of an unauthorized home is received by the FCC Office, the complaint will be referred to the FCC Director.

(b) The FCC Director and Housing Office Representative will inspect the home in question to determine whether or not the complaint is valid.

(c) If the occupant is found to be providing unauthorized child care, the FCC Director will inform the occupant that care must cease immediately and explain the FCC program. If they desire to participate, they may make application as otherwise stated.

(d) If the occupant continues to provide unauthorized care, the Housing Office may issue a warning letter, which could result in eviction.

b. The Provider will:

(1) Complete the following application requirements:

(a) Application to include sponsor consent and use of government quarters agreement.

(b) Successful background clearance, i.e. FAR, CAAC, NAC, BUMED, Security, Housing, and local police records.

(c) Medical evaluation through Occupational Health/Preventive Medicine.

(d) Statement of Understanding of FCC requirements. (In-process contract if applicable.)

(e) FCC registration form.

(f) Proof of providers liability insurance.

(2) Successful applicants will complete an orientation training program of not less than 20 hours using the FCC training plan. Topics will include Navy instructions and local SOPs, parent/public relations, professionalism, child growth and development, developmental programming, fire/safety/emergency procedures, communicable disease and medication dispensation, child guidance techniques, United States Department of Agriculture (USDA) Child Care Food Program, CPR, and First Aid.

(3) Upon completion of training, the FCC provider applicant will submit to the FCC office the following:

- (a) Proof of liability and vehicle insurance (if applicable).
- (b) Contingency plans for accidents/emergencies/bomb threat procedures, fire evacuation plans, and a backup provider.
- (c) Developmental activity plan.
- (d) Menus.
- (e) Discipline/Touch Policy.
- (f) Pet vaccinations (if applicable).

(4) A home inspection by Fire, Housing (for on-base homes only), Preventive Medicine, and the FCC Director will then be conducted. The provider must have a fire extinguisher (2A:10BC), smoke detector for ground floor, outlet covers, safety locks, flashlights and meet all other fire, safety, and health requirements.

(5) Applicants will then request authorization to provide child care and will be notified after the Commanding Officer, Naval Air Station, Jacksonville, has reached a decision on their request.

(6) A window poster indicating authorization will be posted in a window visible from the street to identify family housing units used for Family Child Care.

(7) Fully certified providers must complete an annual 24 hours of training and provide acceptable service during the next year in addition to renewing First Aid and CPR. Training will include readings, videos, workshops, special projects, and observations. Fully certified providers must complete the series of 13 modules entitled FCC Providers Training Program. The FCC Director will visit the home to determine the quality of service that is being given. Based upon the recommendation of the FCC Office, the Commanding Officer will then reissue a FCC certificate.

(8) All FCC providers may enroll in the USDA Child Care Food Program. The FCC Program will serve as the sponsoring agency for the Navy FCC providers.

(9) FCC providers will keep a copy of training and home visit records in an organized file and must post the required plans and certification in her/his home.

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(10) The following children's records and data will be maintained on file in the home in which each child is enrolled. These records will be accessible only to authorized personnel:

- (a) Registration card.
- (b) Child Health Information Form.
- (c) Contract which includes Hold Harmless Agreement and Parent/Provider Agreement.
- (d) Family Care Plan Certificate (if applicable).
- (e) Authorization to Treat a Minor.
- (f) Medication Form (if child is currently on medication).

(11) Prior to providing services, FCC providers must inform the FCC office of the acceptance of each child.

c. Patrons will:

(1) Receive FCC program information as well as a list of FCC providers. Parents are encouraged to visit as many homes as possible unannounced before making their own selection for care.

(2) Complete and sign all required forms for each child before the child is accepted in the FCC program to include:

- (a) Child Registration Form.
- (b) Child Health Information Form.
- (c) Contract which includes Hold Harmless Agreement and which notes that:

1. The services provided are a private, independent enterprise. The Navy will not be a party to any liability incurred by a FCC provider.

2. Fees charged are a private matter between FCC provider and parent. Fees should be agreed upon prior to commencement of service. The contract, which is legal and binding, will be signed by the FCC provider and parent prior to provision of service.

3. Receive a FCC Parent Handbook to review program policies, including admission criteria, parental access to program, and parental responsibilities.

d. Admission and Administrative Procedures:

(1) In cases where immediate emergency care must be provided due to family circumstances, the FCC Director will provide guidance to determine admission requirements.

(2) Upon admission to the FCC home, the parent will have the option to remain with the child until all feel comfortable with the program.

(3) Child health requirements: Children accepted for care in the FCC program must:

(a) Be free of communicable disease.

(b) Have documentation or record of all age appropriate immunizations.

(c) Have a health form completed by the parents.

(d) (If not up-to-date on immunizations because of religious convictions), must have waiver of immunization requirements approved by Pediatrics, Naval Hospital Jacksonville, and by Preventive Medicine. Any child not immunized must be excluded in the event of a vaccine preventative communicable illness outbreak.

(4) Daily Admission and Release Procedures. Children enrolled in the FCC Program will be delivered directly to and picked up from the FCC home by the parent or parent designee.

(a) The parent is responsible for the child's safe arrival and departure from the FCC home. Parents or parent designee must sign in and out every day.

(b) All FCC providers will observe children for obvious signs of illness, upon arrival and before parent departs.

(c) Unless prior written arrangements have been made with the FCC provider, only parents or parent designees shown on the FCC registration card may take a child from the FCC home.

(d) School-age children may not leave a FCC home unaccompanied without written consent from the parent; if a child attends sports or scouts, the FCC provider may accompany him/her to the event.

(e) No parent may be denied access to their child from a FCC home unless a copy of the custody agreement relinquishing such parental rights is on file with the FCC office and at the FCC home.

(5) Administrative Health Procedures. Children who appear ill or show visible signs of fever will be closely screened and may be denied admission.

(6) Readmission Following Illness. Children may be readmitted after an illness only when their presence will not endanger the health of other children.

(7) Medical Care After Admission:

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(a) Parents will give consent on the registration card and signed Authorization to Treat a Minor for the FCC provider to take the child for care, medical or dental, in an emergency situation where the child's condition represents a serious or imminent threat to life, health, or well-being. Conscious efforts will be made to notify a parent prior to such action.

(b) On-base children who develop conditions after admission that require immediate medical attention will be taken to the Naval Hospital Jacksonville Emergency Room for evaluation. Off-base children will be taken to the hospital deemed most suitable by paramedic personnel. Conditions that require immediate medical care include convulsions, marked difficulty in breathing, unconsciousness, lacerations (either significant in size or amount of bleeding), injury to an extremity with obvious deformity, head trauma associated with vomiting or altered consciousness.

(c) Any financial obligation that occurs due to an emergency situation will be the responsibility of the child's parent(s).

(d) Only prescription medications can be administered by providers with a signed Medication card.

(8) Allegations and complaints against FCC providers:

(a) The FCC office will be the primary recipient of all allegations and complaints lodged against any FCC provider.

(b) The FCC Director/Monitor will investigate allegations and complaints within three working days.

(c) In the case of alleged institutional child abuse, the FCC Director will contact the Family Advocacy Representative (FAR) immediately to determine a plan of action. The FCC certificate will be suspended immediately until the investigation is completed. In the case of off-base homes, DCAF may still allow the provider to provide care under their licensure; this home would be suspended from Navy certification and thus Navy liability insurance coverage.

(d) In the case of immediate suspension of a FCC home, the FCC Director/Monitor will assist parents in finding alternate care for their children in another home or the CDC until the situation is resolved.

(e) Notify NAVPERSCOM within 24 hours of child abuse allegations in addition to DCAF for off-base providers.

(9) Denial, Suspension, and Revocation of FCC Certification:

(a) Child care is not authorized in homes in which certification has been denied, suspended, or revoked.

(b) Recommendations for denial and revocation will be made by the FCC Director to the Quality Review Board.

(c) Immediate suspension of the FCC certificate will occur if the provider's failure to comply with the regulatory requirements endangers the life, health, or safety of children in care.

(d) Denial or revocation of certification may be based on but not limited to:

1. Failure to submit all required information and forms.
2. Failure to meet background clearance requirements.
3. Failure to attend orientation or certification training.
4. Failure to meet fire, safety, or health minimum standards.
5. Failure to meet developmental program requirements.
6. Failure to meet health requirements.
7. Failure to meet food/nutritional requirements.
8. Failure to provide satisfactory program service.
9. Failure to provide nondiscriminatory service.
10. Failure to attend monthly meeting/training.

(e) Section IV delineates the denial/revocation and appeal process for FCC.

(10) Child Abuse and Neglect:

(a) The FCC Director will monitor FCC homes for evidence of institutional child abuse/neglect.

(b) FCC providers will observe children in care for evidence of possible child abuse/neglect.

(c) All FCC providers and FCC staff are required by law to report all suspicions of child abuse/neglect. All will report incidents of alleged child abuse or neglect promptly to the FCC Director and the base FAR. Off-base providers will also report suspicions of child abuse/neglect to DCAF immediately.

(d) The FAR will give specific instructions on the procedures to be followed.

(e) The FCC office will monitor all reports made by the FCC providers.

(f) Alleged sexual abuse incidents must be reported to NAVPERSCOM within 24 hours and to DCAF for all off-base housing units.

(g) FCC providers under allegations must cease operations pending an investigation after official notification has been received at the FCC office.

SECTION IV

FAMILY CHILD CARE QUALITY REVIEW BOARD

1. Purpose. The Family Child Care (FCC) Quality Review Board (QRB) provides recommendations for certifying FCC applicants and recertifying/denying FCC providers of Naval Air Station, Jacksonville, Florida.

2. Discussion. Reference (g) requires the formation of a QRB to make sound, objective decisions, to formulate a plan of action based on facts, and to provide these recommendations to the Commanding Officer.

3. Membership. The QRB will be formed as follows:

a. Chairperson appointed by the Commanding Officer.

b. The Child Development Program Administrator (CDPA).

c. The FCC Director.

d. A representative from the areas required to make a recommendation for certification of a FCC applicant/provider. These areas are:

(1) Family Service Center

(2) Preventive Medicine

(3) Security

(4) Housing

(5) Fire Department

(6) Legal

(7) Family Advocacy

(8) MWR Deputy Director

e. It is recommended that the same person serve on all CDC committees/inspections.

f. Because the FCC Program operates under the cognizance of the CDC, the FCC Director will be appointed as the Chairperson of the QRB.

4. Responsibilities

a. The QRB will:

(1) Meet at least quarterly.

(2) Meet within 72 hours after any member is made aware of any situation requiring more immediate action, such as:

(a) Child abuse.

- (b) Other life threatening incidents.
- (c) A member's disapproval of an application/recertification.
- (d) Revocation of approval.
- (e) Consistent failure of a provider to meet standards.

b. The Chairperson will designate a QRB member to record minutes of all meetings to be forwarded to the Commanding Officer along with specific, appropriate letters and recommendations for the following:

- (1) Denial of an applicant.
- (2) Suspension of a provider's certification.
- (3) Lifting of suspensions.

c. Decisions of the QRB must be delivered to the Provider/Applicant within five working days.

d. Appeal rights of Providers/Applicants:

(1) Within five working days of receiving the QRB's decision, a Provider/Applicant may submit a letter to the FCC Director and in that letter request to appear in person before the QRB.

(2) Within five working days of appeal meeting, a Provider/Applicant may submit a letter to the Commanding Officer, Naval Air Station Jacksonville. The Commanding Officer's decision is final.

4. Action

a. Activities and departments responsible for providing members to the QRB will provide the Chairperson the names of the individuals designated. In as much as possible, the same individual who attends the CDC Advisory Council and participates in the Multidisciplinary Inspection Team should be designated for the QRB. The familiarity of the CDC and FCC programs overlap frequently and solutions to one situation may inappropriately affect the other.

b. Minutes of all meetings must be accurately maintained and must include:

- (1) Members present.
- (2) Agendas discussed.
- (3) Specific recommendations for Commanding Officer's signature.
- (4) Recommended letter(s) for Commanding Officer's signature.

c. Only those meetings producing specific recommendations for Commanding Officer's action need to be forwarded. Otherwise the minutes need only be retained by the FCC Director.

CHAPTER 7

FOOD AND BEVERAGE DIVISION

1. Purpose/Background. The Food and Beverage Division is established for the primary purpose of providing food services, refreshments, and recreation social facilities for authorized personnel and their guests. Suggestions for facility or operational improvements are invited and should be addressed to the Food and Beverage Director. The food and beverage facilities are operated pursuant with the regulations in reference (f).

2. Eligibility. Eligibility authorization in reference (a). Food and Beverage facilities available to authorized patrons are:

a. Jumpin' Jax Complex (Bldg. 798)

(1) Vital Signs. All hands facility. Employees of the facility are authorized to use the facility not to interfere with service to active duty, retired personnel and their dependents.

(2) Yesterday's Cafe. All hands facility. Employees of the facility are authorized to use the facility not to interfere with service to active duty, retired personnel and their dependents.

(3) Chief Petty Officers' Lounge. Pay grades E-7 through E-9, retired personnel, their dependents and authorized civilian employees in pay grades GS/UA 6-7, or equivalent grade and retired.

(4) Bingo. Sunday, Monday, Tuesday and Thursday starting at 1830. Monday through Friday, starting at 1130. Bingo is open to all hands, active duty, retired military, their dependents and civilian employees or guest. Bingo employees or their family members may not participate in the bingo program.

(5) Locker Room Sports Bar. All hands facility. Employees of the club are authorized to use the facility, not to interfere with service to active duty, retired personnel and their dependents.

(6) Lunch Buffet. Open to all hands. Monday through Friday 1100-1300.

b. Bambino's (Bldg. 148). Bambino's is a pizza, pasta and sub shop with a game room. This facility is open to all active duty personnel, retired personnel, their dependents and civilian employees or guests.

c. Gutterball Grill. The Gutterball Grill is located in the Bowling Center. This facility is open to all active duty personnel, retired personnel, their dependents and civilian employees or guests.

d. Officers' Club. The Officers' Club is open to pay grades O-1 and above, active or retired personnel, their dependents and authorized civilian employees GS/UA-7 and above. A voluntary membership program is available to all eligible personnel. This facility offers catering services to all hands.

e. Mulligan's 19th Hole. Mulligan's is located adjacent to the Golf Course Pro Shop. Mulligan's is an all hands facility open to active duty and retired personnel, their dependents and guests, and to civilian employees.

3. Responsibility. The Food and Beverage Director ultimately is responsible to the MWR Director for the operation of all clubs. Food and Beverage Assistants are responsible to the Food and Beverage Director for hours of operation, scheduling of hours, supervision of patrons and subordinates, maintenance of the facilities, organization of programs and financial conditions of their respective activities.

4. Rules and Regulations

a. Operating Hours. The operating hours for all activities are posted at their facility and are published on the MWR Information Sheet. Closures due to federal holidays and special or unforeseen circumstances will be posted at the activity and will be published in Plan of the Week.

b. Sanitation Inspections. Personnel handling food, beverages or utensils will be required to have a current food handler's card. Inspections of such personnel shall be held as frequently as seems necessary to determine their condition of health and personal cleanliness. A representative of the Branch Clinic, NAS Jacksonville, shall, as frequently as practical, inspect all facilities for cleanliness and make appropriate reports and recommendations to the Commanding Officer.

c. Sale of Beverages. All personnel employed in any capacity in connection with custody, sale, transportation or service of alcoholic beverages and patrons utilizing the activities are directed to ensure strict compliance with alcoholic beverage control regulations. Rules governing the sale and consumption of alcoholic beverages are outline in SECNAVINST 1700.11C. Additionally, the following rules apply for the Food and Beverage Division:

(1) The food and beverage facilities are in compliance with all local, state and federal laws pertaining to the sale and consumption of alcoholic beverages. Florida state statues apply.

(2) No member, employee or other patron of the activities shall obtain or purchase alcoholic or malt beverages for persons who may not otherwise make purchases themselves due to age restrictions. Persons who may not legally purchase alcoholic or malt beverages because of age restrictions are prohibited from obtaining or consuming same in or on the activity property.

(3) Packaged malt beverages (beer) may be sold "unopened" for off-premise consumption.

d. Conduct

(1) Persons under 18 years of age are not permitted in the bar area of the activity when the bars are open unless food is being served. All other areas of the activities are open to minors accompanied by their parents.

(2) Any person may be required to produce proper identification or otherwise establish eligibility before being granted the use of the facilities, programs or activities.

(3) Animals and other pets are not allowed in the facilities at any time, with the exception of those trained to assist handicapped individuals and military working dogs.

(4) The introduction of food and/or beverages into the facilities by any individual or organization except for wedding and other ceremonial cakes is prohibited. A charge for set-up, service and clean-up may be required for ceremonial cakes.

(5) Patrons or guests shall not be permitted access to the area behind the bar or kitchen area at any time unless specifically authorized by the Food and Beverage Director.

(6) All patrons shall vacate premises within 30 minutes after the bar is secured. Exception is made for special occasions not involving the sale and consumption of alcoholic beverages.

(7) Patrons will conduct themselves in a proper manner. Disorderly conduct will not be permitted and may result in immediate expulsion from the facility and disciplinary action if the incident warrants such action under the Uniform Code of Military Justice.

(8) The Food and Beverage Branch will maintain copies of this instruction, current copies of the Profit and Loss Statement and Advisory Group Minutes on file at all times.

(9) Patrons 18 years of age and older are permitted to smoke in designated areas.

e. Language. Profane, foul and offensive language is banned at all times. A determination as to profanity, foul or offensive language will be made by the Duty Manager/Bartender or other appropriate management personnel in a duty status as circumstances warrant. Individuals who refuse to correct their language shall be immediately expelled.

f. Check Cashing. Proper identification will be required of all patrons requesting check cashing services and must be produced by the patron. (All checks will be stamped on the back and all information requested will be legibly completed.)

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CHAPTER 8

GOLF COURSE

1. Purpose/Background. The Casa Linda Oaks Golf Course is a Recreation Division whose primary purpose is to provide for the recreational needs of active duty military, retired, their dependents and authorized DOD civilians. The term "Golf Course," as used herein, includes the Golf Course, golf driving range, buildings, equipment and associated facilities common to the Golf Course.

2. Eligibility. Eligibility authorized in reference (a) applies.

a. Reservations

(1) Active duty can make tee times three days in advance.

(2) Retired military and reserve personnel can make tee times two days in advance.

(3) DOD civilians assigned to NAS Jacksonville can make tee times one day in advance.

(4) A party of two may make a reservation with the understanding that they may be paired with additional golfers. Failure to accept will result in forfeiture of tee time.

b. Designated Guests. Designated guest privileges at the NAS JAX Golf Course are on a space available basis.

c. Minors on the Course. The Casa Linda Oaks Golf Course welcomes and encourages young people to play. However, guidelines to ensure certain rules ensuring safety of play that does not interrupt normal golf routine must be enforced.

(1) Minors must be accompanied by an authorized adult golfer, minimum of 18 years of age.

(2) Must demonstrate a proper knowledge of rules, regulations and etiquette as determined by the Pro.

(3) Golfers must have a valid drivers license to be allowed to drive an electric golf cart.

(4) Young Golfers - There is a teaching time where a parent may bring their children to the instructional areas (driving, pitching, sand and putting). Children must be under close supervision for safety purposes.

(5) Children may play on the course at 10 years or older with the approval of the Manager if they demonstrate that they know enough to play. They can only play during non-tee time hours.

(6) Adults desiring to teach young golfers or other adults to play the game should utilize the putting green and driving range for this purpose. Instructing golfers on the Golf Course slows down the normal flow of play.

(7) Must check in and out at the Golf Course Pro Shop.

3. Responsibility

a. The MWR Department promulgates rules and regulations for the administration and operation of the Golf Course.

b. The Recreation Director shall supervise the administration, operation and maintenance of the Golf Course facilities, ensure compliance with this instruction, reference (a) and other directives of competent authority.

c. The Golf Course Manager shall supervise the day-to-day administration, operation and maintenance of the Golf Course facilities.

4. Rules and Regulations. The Casa Linda Oaks Golf Course is operated per the rules of the United States Golf Association and local regulations which are available in the course office. A significant relationship exists between established regulations, golfing etiquette, accepted safety precautions and enjoyment of the game. Observation of golfing etiquette, common sense and a knowledge of the prescribed rules and regulations will ensure maximum enjoyment by all who use the Golf Course facilities.

a. All patrons of the Golf Course will sign in utilizing the Daily Sign In Sheet. Personnel utilizing the Golf Course shall familiarize themselves with the rules of play as promulgated by this instruction. The Golf Course Manager will post pertinent excerpts of this directive in the Golf Course Clubhouse.

b. Hours of Operation and Fees. Normal hours of operation and fees may be found in NASJAXINST 1710.9A. These hours may vary due to weather conditions or conditions of the course. Any changes will be posted and advertised.

c. Tournament Play. Requests for tournaments must be made with the Golf Course Manager at least seven days prior to the day of play.

(1) No shotgun tournaments will be booked on Fridays.

(2) Only 10 tee times will be available (block tee times) on Fridays.

(3) All food and beverages for tournaments must be purchased through the MWR Club Division.

d. Coolers. Coolers larger than six quart capacity will not be allowed.

e. Rental Equipment. Golf club sets, complete with bag, are available to personnel for a nominal fee. Players renting clubs are personally liable for damage to or loss of equipment in their custody. The Manager will determine the cost of repair or replacement. Carts are also available for a nominal rental fee.

f. Monitoring. During crowded hours of play, the Golf Course will be monitored by the Golf Ranger to assure that play progresses smoothly. Players are requested to cooperate with the starters and rangers or other supervisory personnel, who will appropriately identify themselves.

g. Violation of Golf Course Policy and Regulations. Players who persist in ignoring or violating normal golfing etiquette or published Golf Course rules and regulations shall be subject to loss of Golf Course privileges.

h. Starting Procedures. All players must register personally at the desk in the Pro Shop before going onto the tee. Approval of the starter must be obtained prior to starting the 10th tee, except when immediately continuing play after completing nine holes. Carts are required until 1500 on Saturdays, Sundays and holidays (Exception: Months of December, January and February until 1230).

(1) Advanced green fee cards or green fee tickets must be carried at all times while using the Golf Course and will be produced when required by Golf Course supervisory personnel.

(2) All players shall remain clear of the tee until called by the starter when starting times are in effect.

(3) Players shall not drive off the tee until cleared by the starter when the starter is being used.

(4) When play is heavy, only foursomes or threesomes will be allowed to tee off. The starter will assist in making up foursomes as necessary.

i. Rules Governing Play

(1) Golf bags and caddy carts shall be kept off the tees, greens, aprons of greens and out of sand traps. Bags and carts should always be left at the side of the green while putting.

(2) Leave the green immediately after putting is completed. Mark cards on the next tee.

(3) Slower players must allow faster players to play through.

(4) A maximum of five minutes may be devoted to searching for lost golf balls.

(5) Special local rules are posted in the Golf Course Pro Shop. These rules are the current and final authority and take precedence over rules printed on score cards, which may have been changed subsequent to printing.

(6) Only players, authorized guests and Golf Course employees are permitted on the Golf Course at any time.

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j. Golf Course Etiquette

(1) All players shall conduct themselves as ladies and gentlemen while using Golf Course facilities.

(2) Golfers shall wear appropriate attire, such as slacks or shorts with shirts or blouses. Bare backs or undershirts are not considered appropriate attire. Short-shorts or tank tops are not permitted.

(3) The use of loud, profane or obnoxious language is offensive and is prohibited.

(4) Effective 1 March 1998, only golf shoes with soft spikes, tennis shoes, or street shoes with gum soles are permitted on the Golf Course. No metal spikes or street shoes with heels will be permitted on the Golf Course.

(5) Breaches of normal courtesy and interference with other players' games will not be tolerated.

(6) Trash cans located about the Golf Course shall be used for papers, cans, bottles and other refuse. Littered fairways are unsightly and reflect on the golfers using the course.

(7) Help preserve the Golf Course. Particular care must be exercised on the greens. Avoid scuffing, spinning on toes and heels, pacing on the green, dropping the flag pole on the green or any other action likely to mar or damage the putting surface and the approaches.

(8) Golfers must try to help maintenance by repairing ball marks and filling divots with sand from buckets provided on electric carts.

CHAPTER 9

CRAFTECH DIVISION
SECTION I - AUTO HOBBY SHOP

1. Purpose/Background. To publish Auto Shop rules and regulations and establish basic guidelines for the operation of the NAS Jacksonville Auto Shop.
2. Eligibility. Eligibility authorized in reference (a).
3. Fee Structure. Fee structure is outlined in reference (b).
4. Responsibility. The MWR Department is not responsible for personal property left in or around the Auto Shop area. Cars will be locked when left overnight.

a. Instructors. Auto Shop instructors are on duty to assist authorized patrons in an advisory capacity. They shall:

- (1) Report for duty in a neat, clean, and presentable condition.
- (2) Not contract to perform work for patrons for pay under any circumstances and shall not allow other personnel to contract to perform work on the premises.
- (3) Not perform personal work during assigned working hours without written approval of the MWR Craftech Director/Recreation Director and/or MWR Director.
- (4) Ensure that the Auto Shop and related facilities are opened and closed at the designated times.
- (5) Ensure the policing of the entire area and surrounding grounds each day.
- (6) Plan for, assist and supervise the working parties assigned for clean-up details.

b. Patrons

- (1) Any person who willfully misuses or abuses the tools and/or equipment will be evicted from the Auto Shop and his/her privileges will be revoked. Privileges may be restored by the Craftech Director.
- (2) Shirts, trousers and shoes shall be worn at all times in the Auto Shop compound. Shower clogs, sandals of any type or open-toed shoes will not be permitted in the shop at any time.
- (3) Patrons shall tag all items left in the area with their name, rate/rank, social security number and the date. Items not tagged, or tagged items left on the premises more than 30 days will be discarded.

5. Rules and Regulations

a. Check-in/Check-out

(1) All patrons, after being qualified by testing, shall log in by name, rate/rank, social security number, local telephone number and branch of service prior to doing any type of work or checking out any tools. Identification will be required. They shall also list their make of car, license number and type of work to be accomplished. The duty instructor will assign a working space in accordance with the type of work to be performed. The check in and out log and a pegboard will be maintained at the control booth.

(2) All guests will be logged in as a guest below the name of the patron and must be accompanied by their sponsor at all times.

(3) Proof of ownership of the vehicle must be shown upon request from the Auto Shop supervisor.

(4) All vehicles must have a valid decal or temporary vehicle pass.

(5) All parts, tools and debris must be clear of the deck 30 minutes prior to closing time of the Auto Shop.

(6) Cars leaving the Auto Shop area are subject to search if suspected of containing Auto Shop tools and/or equipment that has not been properly checked out.

(7) A facility pass will be filled out for vehicles/engines remaining overnight or longer (no longer than 30 days). Extensions may be granted by the shop supervisor with a limit of two extensions available.

b. Tools. Tools for use on the premises must be checked out daily and shall be returned by closing time.

(1) A ring of 10 tags will be issued to patrons needing to borrow shop tools. One tag will be taken at the tool issue booth for each tool or set of tools issued. When property is lost, or damaged to the extent that property it is not acceptable for reissue, the individual who damaged the property will discuss with the shop supervisor the appropriate action to determine repair or replacement. If the loss or damage of the property involves misconduct, the individual concerned may also be subject to disciplinary action. Any replacement of property may be in cash or "in kind." It is preferable that replacement be "in kind" rather than in cash. No depreciation will be considered when an item is replaced in cash.

c. Paint Booth. Paint facility has specific regulations:

(1) Patrons wishing to utilize the paint facility must review standards with the shop supervisor before renting the paint booth.

(2) Reservations for the paint booth must be made in person - no phone reservations. Patrons wishing to change reservation date(s) must do so 48 hours before the scheduled date. Failure to request change of date will forfeit paint booth deposit.

d. Hydraulic Lift. To operate the hydraulic lift, you must first be qualified by the shop personnel and have your name placed in the shop log.

e. Safety. The following safety regulations shall be adhered to:

(1) It is the responsibility of all patrons to report safety hazards to the Auto Shop supervisor.

(2) Safety stands will be used at all times when working under a vehicle.

(3) The battery will be disconnected prior to painting or doing any major work on the engine.

(4) Battery caps shall be removed prior to charging a battery. Battery charging will be done outside the facility. Personal protection equipment shall be worn.

(5) Welding goggles shall always be used for welding and burning. During foul weather, no welding will be conducted inside. Welding or the use of oxygen flame will not be permitted in the vicinity of fuel tanks, grease, oil or other easily oxidized or flammable materials. Patrons will first be qualified by shop supervisor before any welding is preformed.

(6) Power tools will be grounded and safety goggles will be worn at all times when operating the equipment, sanding or chiseling.

(7) Adequate separation will be maintained between motor vehicles remaining in buildings overnight. Batteries will be disconnected and gas caps will be securely in place prior to leaving vehicles in the building overnight. Vehicles with leaking fuel tanks and/or dripping oil will not be permitted to remain in the Auto Shop overnight.

(8) Gas tanks will be removed from the car prior to any welding being done near gas tank area or gas lines. Auto Shop supervisor must inspect auto before welding is performed.

(9) When grease, oil or water is spilled on the floor of the shop or the concrete slab stall area, it shall be cleaned up immediately.

(10) Gasoline will not be used for cleaning purposes or transferred in open containers.

(11) No children under the age of 16 are allowed inside the Auto Shop work area for any reason. No Exceptions.

(12) Items left in the shop longer than 30 days unattended will be considered abandoned property and will be disposed of without notice.

SECTION II - CRAFT/TECH USED AUTOMOBILE AND RECREATIONAL
VEHICLE RESALE AREA (AUTORAMA)

1. Purpose/Background. To identify a specific location for Naval Air Station Jacksonville military and civilian personnel to sell their privately owned automobiles, motorcycles, recreation vehicles, boats and motors and other vehicle types.

2. Eligibility. Eligibility authorized in reference (a).

3. Fee Structure. Fee structure is outlined in reference (b).

4. Responsibility. The Recreation Division of the Morale, Welfare and Recreation Department and the patrol division of the Security Department will be responsible to provide the following:

a. The Recreation Division will provide a lighted area and necessary controls to ensure vehicles are checked in and out, and nonappropriated fund costs to administer the program are recouped. Fees and charges will be posted at the Auto Shop and may be found in NASJAXINST 1710.9A.

b. The patrol division will periodically patrol the area to ensure parked vehicles display the proper sign and paperwork and to help reduce the possibility of damage, theft and vandalism.

5. Rules and Regulations

a. Policy. Military and civilian personnel with proper identification may display vehicles on the designated resale lot adjacent to Birmingham Avenue, across from Building 523. Persons using the facility do so at their own risk. Naval Air Station Jacksonville is not responsible for any damages incurred to privately owned vehicles. Other base locations to display any type of vehicle for sale is not authorized, including hanger parking spaces, Bachelor Officer and Enlisted Housing parking lots and public roadways in family housing. As an exception to the above policy:

(1) Privately owned transportation may display a "For Sale" sign as long as the vehicle is driven to and from work, back and forth to the commissary, exchange, post office, etc., but not left in any parking space for more than one work shift or a normal shopping period.

(2) Vehicle displaying a "For Sale" sign parked in Bachelor Officers' and Enlisted Housing parking lots and public road ways in base housing must be used regularly and may not remain in the same parking location for an extended period of time. An extended period of time is defined as 72 hours.

(3) This sales lot is designed to sell autos, boats, trailers, RV's and motorcycles. Camper tops (shells) and miscellaneous parts are not permitted.

b. Procedures. Authorized personnel requiring lot space will report with their vehicles to the Auto Shop, Building 622, during normal operating hours. Owners will be required to complete the necessary paperwork and provide the following information for verification:

- (1) Identification or work badge.
- (2) Valid base decal.
- (3) Valid state tag.
- (4) Ownership or registration papers.

c. Timeframes. Automobiles may be parked on the lot for two weeks. If after the first two-week period, the owner still wishes to leave the car he must come into the Auto Shop or Bldg. 622, renew his paperwork and pay the additional charge. Cars that have not been renewed must be removed from the lot. A vehicle may not be registered longer than three 14-day stays. Permits for 14 days are for one vehicle only. You may not place another vehicle for sale on the same registration.

SECTION III - CRAFTTECH CAR WASH

1. Purpose/Background. To publish Car Wash rules and regulations, establish fees and charges.
2. Eligibility. Eligibility authorized in reference (a) applies.
3. Fee Structure. Fee structure is outlined in reference (b).
4. Rules and Regulations. The following rules and regulations and user fees are hereby established.
 - a. The Recreation Department is not responsible for personal property left in or around the Car Wash.
 - b. Patrons shall notify the Auto Shop personnel immediately in case of an accident in or around the Car Wash. If an attendant is not on duty, the patron shall notify Crafttech Director, extension 3682/3227.
 - c. Entry into the Car Wash compound can be made from either Jason or Gillis Street.
 - d. Entry to self-service wash bays shall be from south to north.
 - e. Maximum speed in the Car Wash compound is five miles per hour. All traffic directions shall be followed.
 - f. No vehicle repairs are permitted in Car Wash compound.
 - g. Vehicles shall not block the driveways, vacuums or wash bays.
 - h. Vehicles will not be left unattended in Car Wash compound.
 - i. Degrease will be sprayed on engines only in self-service wash bays.
 - j. Patrons shall return wash wands to holders and place hoses on right side of wash bay upon completion of wash. They must ensure that hoses are clear of vehicles.
 - k. If after washing vehicle, engine will not start, vehicle shall be pushed far enough out of the wash bay to allow another vehicle to enter and exit bay.
 - l. Vehicles shall not be backed out of self-service wash bays.
 - m. Vacuums will not be used on engines.
 - n. Painting or washing of paint equipment is not allowed in Car Wash compound.
 - o. Flushing of radiators is not permitted at car wash facility.

p. Wipe-downs and waxing shall normally be accomplished in the lot North of building 619. Wipe-downs or waxing will not normally be permitted at the vacuum or inside the self-service wash bays. Wipe-down and waxing in the above areas may be permitted when it does not interfere with other patrons' use of these facilities. Persons utilizing these areas on a noninterference basis will be required to move if others are waiting even though they have started wipe-down or waxing their car.

q. Skylarking is not permitted in Car Wash or Car Wash compound (BOTH WATER UNDER PRESSURE AND VACUUM ARE DANGEROUS).

r. Barbecue grills shall not be washed out at the Car Wash.

s. Change is available from the car wash bill changer or at the Auto Shop cashier office.

t. All refunds must be made by the Craftech Director or by his/her designated representative.

u. The self-service wand wash and vacuums are available for use 24 hours a day.

SECTION IV - RECREATIONAL VEHICLE PARK

1. Eligibility. Eligibility authorized in reference (a) applies.
2. Fee Structure. Fee structure is outlined in reference (b).
3. Responsibility. The Crafttech Director is responsible for the operation and maintenance of the Recreational Vehicle Park (RVP).

4. Availability

(a) RVP stays are limited to 30 days. Area must be vacated by campers and equipment for a period of 48 hours before they are allowed to make another reservation. A maximum of three stays per year are allowed. The three-stay limit is to eliminate homesteading at this facility.

(b) Reservations will be accepted up to two months in advance of desired arrival date. A deposit of seven days rent or length of stay if shorter, is required for confirmation. Telephone calls for reservations must be confirmed with a deposit at least 14 days prior to expected arrival date. Reservations will be considered cancelled at 1400 on day following scheduled arrival, unless prior arrangements are made. Telephone (904) 542-3227 or DSN 942-3227/3682.

(c) Check out time is 1400.

5. Rules and Regulations

a. Absolutely no discharging of sewage or gray water on the ground, the pavement or in the storm drains is permitted. All waste water will be dumped at the dump station. Violators will be immediately expelled without refund.

b. Patrons are responsible for the cleanliness of their site. All trash is to be placed in barrels provided.

c. Quiet hours will be observed from 2200-0600 daily.

d. Each RV campsite may have one vehicle, space permitting, in addition to the RV at each site. All vehicles must remain on the roadway or shelled area of campsite; no driving on grassy area. No parking in entrance way to campground.

e. Bar-B-Que grills that do not sit on the ground may be placed anywhere on the site. Ashes from grills will not be poured on grassy or shell areas. Ensure that ashes are completely out prior to placing in trash barrels.

f. Trees enhance the beauty of our RVP and may not be cut or trimmed in any way, at any time.

g. Pets must be kept on a leash at all times. RVP users are responsible for cleaning up any "messes" created by their pets.

h. NAS Jacksonville will not be responsible for any vehicle or equipment left unattended or not secured.

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i. The Craftech Director, or his representative, will make periodic checks of the RV Park to ensure all users have properly registered. Anyone who is not properly registered or who has an expired registration receipt will be asked to correct the discrepancy or vacate the premises immediately.

j. No clotheslines will be allowed.

k. The area is restricted to campers and their guests only.

SECTION V - VEHICLE STORAGE

1. Purpose/Background. To establish instructions and procedures for obtaining storage services for autos, motorcycles, recreational vehicles, boats, trailers and other vehicle types. The facility is located adjacent to Birmingham Avenue across from the Commissary Store.

2. Eligibility. Eligibility authorized in reference (a) applies. NAS JAX active duty personnel deployed up to six months, active duty personnel hospitalized in excess of 30 days, and other personnel on a space available basis are also eligible.

3. Fee Structure. Fee structure is outlined in reference (b).

4. Responsibility

a. Arrangements for vehicle storage shall be made at least 24 hours prior to departure. Exceptions will be made in documented emergency situations.

b. A liability statement will be provided and signed. Persons using this storage facility do so at their own risk; however, normal security precautions are taken to safeguard vehicle storage. NAS Jacksonville or the MWR Department is not responsible for any damage incurred to privately owned vehicles stored in this facility.

c. If Navy mobilization deemed necessary all space available, stored vehicles will have 72 hours to remove vehicles or these vehicles will be towed at owner's expense.

d. The MWR Department and the Security Department will be responsible to provide the following:

(1) The MWR Department will provide a locked fenced area and necessary controls to ensure vehicles are checked in and out. Additionally, the MWR Department will ensure that nonappropriated fund costs to administer the program are recovered. Damage and vandalism will be reported to the Security Department and the Legal Officer.

(2) The Security Department will periodically patrol the area to help reduce the possibility of damage, theft and vandalism. The Security Department will prepare all incident reports as appropriate and provide a copy of the report to the MWR Department.

e. Action. Department Heads/Special Assistants and tenant commands shall:

(1) Disseminate the provisions of this instruction to all personnel concerned.

(2) Ensure that command representatives notify MWR/Auto Hobby Shop of pending deployment schedule as available.

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(3) Forward comments and suggestions for improvements of the service available to MWR Director, Box 14, NAS, Jacksonville, Florida 32212-5000 at 542-3111/3112.

5. Rules and Regulations. Authorized personnel requiring storage will report with their vehicles to the Auto Hobby Shop, Building 622, Birmingham Avenue during normal hours of operation. Owners will provide the following information:

- a. Identification or proof of assignment to NAS Jacksonville.
- b. Copy of orders verifying deployment is required.
- c. Proof of hospitalization must be shown.
- d. Current or valid insurance verification.
- e. Valid base decal.
- f. Valid state license and tag.
- g. Ownership or registration papers.

6. Length of Storage. Storage is limited to a period of six months. Renewal for storage after six months is at the discretion of the Craftech Director.

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CHAPTER 10

INFORMATION, TICKETS AND TOURS WESTERN UNION

1. Purpose/Background. To provide standardized policy and guidance for the operation of ITT programs in order to ensure efficient operation and quality programs. To provide the active duty military personnel, retired personnel, their dependents and authorized DOD employees with programs which effectively contribute to their morale and well-being. ITT maintains an office where tickets to local area attractions of interest can be purchased at a discount rate. Tickets are also available at a discount for local concerts and sporting events.
2. Eligibility. Eligibility authorized in reference (a) applies.
3. Fee Structure. Fee structure outlined in reference (b) applies.
4. Responsibility
 - a. The ITT Director is responsible for the operation of the ITT Office, planning tours and ordering of prepaid and consignment tickets.
 - b. ITT Director is responsible for reserving the MWR bus for charter.
 - c. Western Union. The ITT Director is responsible for the Western Union operation, sending and receiving money and messages and safekeeping of all money order drafts. ITT Director is authorized to sign all money order drafts for money received by patrons through Western Union. Costs for sending telegrams and money is arranged by Western Union.
5. Rules and Regulations
 - a. All eligible patrons are allowed unlimited usage of trips/tours. Eligible patrons include active duty military personnel, retired, dependents, reservists and DOD civilians. Customers under the age of 16 must be accompanied by a parent or responsible adult.
 - b. All trips/tours must be paid in full when registering. Some trips may require a deposit at time of registration.
 - c. Cash, checks, Mastercard, Visa and American Express accepted.
 - d. Registration deadline for trips/tours is one week prior to date scheduled, unless otherwise indicated.
 - e. Trips/tours may be cancelled if the minimum number of participants isn't reached. Minimum requirements are set differently for each trip and communicated with each notice.
 - f. There will be a full refund given for a trip that is cancelled. If active duty military personnel cancel on a trip because of duty, they must provide a memo signed by their supervisor as to the circumstances in order to receive a full refund. Please allow one week for refund.

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g. Smoking and drinking of alcoholic beverages is not allowed on MWR vehicles. However, coolers, food and nonalcoholic beverages are allowed. Greasy and messy foods are forbidden.

h. MWR/ITT Office is not responsible for items left on the bus.

i. A seat belt is required to be worn by the driver only in the MWR bus.

j. Children five years and under must be placed in a restraint device in MWR vehicles.

k. The MWR driver is the trip leader and will have the authority to make decisions concerning departure times, discipline and other matters that may arise. The driver will wait only 45 minutes for passengers after the designated departure time.

l. Each passenger, including children must have purchased a seat from ITT to be permitted on the vehicle.

6. Bus Charters. The following apply when chartering an MWR bus, or arranging a tour:

(a) A deposit will be required.

(b) Minimum usage time is four hours.

(c) MWR/ITT bus has a 28 person capacity, however, arrangements can be made for larger groups.

(d) The MWR/ITT bus will be driven by a certified driver only.

(e) Charter arrangements can be made 1000 - 1500, Monday - Friday, by contacting the ITT Director.

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CHAPTER 11

SECTION I MARINA SLIP/MOORING/DRY STORAGE

1. Definition. The term Marina as used herein includes the piers, mooring field, dry storage area, associated buildings and facilities common to the Mulberry Cove Marina.
2. Purpose/Background. To establish operating procedures for the NAS Jacksonville Mulberry Cove Marina.
3. Eligibility. Eligibility authorized in reference (a) applies.
4. Fee Structure. Fee structure is outlined in reference (b).
5. General Rules and Regulations. Full use of Marina equipment and facilities will be accorded to all eligible patrons and their guests within the guidelines as outlined in this instruction to include the Naval Sea Cadet Corps on a "not-to-interfere basis" with primary users.
 - a. Eligible patrons must provide copies of the following to be retained on file at the Marina:
 - (1) Proof of Eligibility
 - (2) Proof of Ownership
 - (3) Proof of Insurance
 - b. The boat owners must complete the berthing lease agreement and payment card. The customer is responsible for ensuring this contact information is up to date and accurate for general administrative and emergency purposes.
 - c. Leases will be valid for a period of one year. A subsequent contract, copies of ownership and insurance documents will be required upon signing a new lease agreement each valid for one year.
 - d. Late fees for monthly payments on slips, moorings and dry storage will be assessed on the sixth of each month. Mailed payments must be postmarked before the sixth day of each month to avoid late fees.
 - e. Owners must maintain their vessel and/or trailer in functional and seaworthy status. Florida registration and trailer license plates must also be current.
 - f. All boats and trailers berthed at the Marina are required to have a Marina identification decal affixed to the outer right side of the transom to starboard and/or on the topside of the trailer tongue. The Marina Manager will issue decals when the agreement contract is completed.
 - g. In the event of a transfer of a boat owner from the local area, the owner will notify the Marina Manager immediately and have 30 days from his/her departure date to remove his/her vessel from the confines of the Marina.

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h. Owners checking out of the Marina permanently will report to the Marina Manager to settle their account and terminate their berthing agreement before leaving. A minimum 30 days notice of termination is required.

i. Subleasing of slips, buoys, or dry storage berthing is not permissible.

j. The Marina reserves the right to move boats and trailers as deemed necessary in cases of emergency. Such moves would only be made in emergency situations and would be done under the supervision of the Marina Manager. Marina personnel will be free of all claims to any damage to boats and trailers.

k. All mooring, slip, and dry dock storage assignments are made by the Marina Manager from the waiting list in chronological order. Active duty personnel will have priority, then reservists, retirees, and VOB respectively; except for such limited assignments as the Commanding Officer may approve. In all cases, assignment will be made to fit the special needs of the facility.

l. Personnel that are on the waiting list will have three days to accept/refuse a dry storage or slip berth after notification of vacancy by the Marina Manager. Those who do not respond within three days will default and their names will be placed at the bottom of the list. In the event a customer has been offered a space two times and a "no response" or refusal of the offer was given, they will be removed from the waiting list.

m. In the event a vessel under contract with the Marina is sold, the contract of the previous owner is void. Should the new owner be an authorized user of the base, he/she must enter into a new rental agreement with the Marina. Should there be a waiting list for the berthing that the vessel currently is in, the new owner must apply for space on the waiting list and remove their vessel from the previous owner's space. If the new owner is not an authorized user of the Marina, they must remove the vessel from the confines of the Marina immediately.

n. In the case of dual ownership of a vessel, both owners must be authorized users of the Marina.

o. The manufacture and/or placement of unauthorized private mooring devices, construction/improvements to the piers or dry storage lots is strictly prohibited within the confines of the Marina. All such unauthorized activity will be removed from the grounds and waters surrounding the Marina.

p. The end of the T Pier and the F Pier may be used by any authorized patron on a temporary/transient basis. Users are subject to daily fees, per reference (b), and must complete a Marina rental agreement and register for berthing/pier assignment at the Marina office.

q. The Marina area is a manatee preserve. Per Florida law, boaters will not disturb, feed or touch manatees. All craft will travel at idle speed in the waters of Mulberry Cove and in the waters extending 900 feet from shore between the Admiral's Dock and Black Point. Remaining waters adjacent to the station are established as a slow speed shoreline buffer zone within 900 feet of the shoreline.

- r. Fishing and shrimping are prohibited from the Marina piers.

6. Slip Rules and Regulations

- a. Fees for slip rental will be based on 20 foot minimum boat length.
- b. Live-aboard boats are prohibited except for short periods of time. The Marina Manager will monitor compliance with sanitation requirements.
- c. Boat owners must accompany guests on the piers.
- d. Fifteen Amp power is available to customers on the piers. Customers may be plugged in and using power while tending to their vessel and while aboard only. Proper use of heavy duty marine-type extension cords must be used. Permanent ship-to-shore hookups are strictly prohibited for safety reasons. Patrons should stow all electrical cords aboard when not in use and ensure their use of the power supply does not create any undue trip hazards.
- e. One slip will be designated for the exclusive use by the Commodore of the Navy Jax Yacht Club only.

7. Mooring Rules and Regulations

- a. The Marina provides use of a courtesy boat to all mooring customers. Customers may check out the courtesy boat during operational hours of the Marina for a maximum of 30 minutes at a time. The courtesy boat is not authorized to be checked out during small craft advisory warnings or while the Marina is in Thunderstorm Condition I. Personal floatation devices must be worn at all times by persons utilizing the taxi boat. Customers utilizing the courtesy boat assume all liability and responsibility for usage and damage resulting thereof.
- b. Customers may store their dingy on the racks provided or in the water by direction of the Marina Manager.
- c. Customers are solely responsible for properly mooring their vessel and for maintaining their mooring harness.
- d. The manufacture and placement of private mooring devices in the confines of the Marina mooring field are not authorized.
- e. Should the Marina have to dispatch a recovery boat to retrieve an adrift or aground vessel, the customer will be assessed a fee for material and labor used.

8. Dry Storage Rules and Regulations

- a. The dry storage areas is divided into three areas. Each will accommodate a specific size (16 - 18 foot vessels, 19 - 23 foot vessels, 24 - 27 foot vessels).
- b. A water station is located within each dry storage area. Use is limited to 15 minutes at a time in this area and activities are confined to washing down boats and flushing engines. This is a sensitive watershed area and use of detergents and other chemicals is prohibited for the health of the St. Johns River and environment.

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c. The dry storage lot combinations are changed on the first day of each month. The new combination will be given to the registered dry storage customer upon payment of monthly fees. Only authorized person(s) may receive the combination, and must do so in person at the Marina Office. Customers prepaying must visit the Marina Office during operational hours to receive the new combination. The combination may be given out over the telephone at the discretion of the Marina Manager in extenuating circumstances on a case-by-case basis; however, arrangements must be made in advance.

d. All boat trailers will be kept road-worthy at all times and must maintain a current state license/tag.

e. The dry storage lots are for boat and trailer storage. Minor repair work and maintenance may be completed while stored in the lots; however, the storage areas are not intended to serve as a boat repair yard.

f. Only the person listed on the rental agreement and designated custodian on payment card will be authorized access to the dry storage lot.

g. At no time will patrons be authorized to spend the night aboard their boats in the dry storage area.

h. Customers shall be responsible for securing the gate when leaving the dry storage area.

9. Compliance. Failure to comply with Marina regulations may result in loss of berthing and Marina privileges. Similarly, boaters operating from the Marina facility will comply with all local, state, and federal regulations with respect to safe and proper boating practices. Particular attention is directed to environmental awareness and natural resource protection.

SECTION II
OUTDOOR RECREATION - RENTAL

1. Definition. The term Marina as used herein includes the piers, mooring field, dry storage area, associated buildings and facilities common to the Marina. Outdoor recreation equipment shall include watersports, boating, camping and other outdoor equipment.
2. Purpose/Background. To establish operating procedures for the NAS Jacksonville Mulberry Cove Marina and outdoor recreation facility.
3. Eligibility. Eligibility authorized in reference (a) applies.
4. Fee Structure. Fee structure is outlined in reference (b).
5. General Rules and Regulations. Full use of Marina and outdoor recreation equipment and facilities shall be accorded to all eligible patrons and their guests within the guidelines as outlined in this instruction.
 - a. On base boat rental is not authorized during small craft advisory warnings or while the Marina is in Thunderstorm Condition I. When in Thunderstorm Condition II boundary limits are restricted for safety.
 - b. Off base rentals may be made regardless of weather conditions and local advisories provided the renter is taking the vessel out of the local weather area. All off base rentals require a tow vehicle equipped with a two inch trailer ball and a standard four wire trailer light connector.
 - c. Late charges will apply to equipment returned later than the rental agreement specifies.
 - d. Lost or damaged equipment will be replaced in kind or at cost by the user. The status of the equipment will be noted on the rental agreement at the time of checkout and cross-checked at the time the equipment is returned.
 - e. Alcoholic beverages are prohibited aboard all Marina rental equipment.
 - f. No grills, hibachis or open flames are permitted aboard any vessels at any time.
 - g. Nighttime use of boats is strictly prohibited.
 - h. A mandatory float plan must be filed at the time of checkout.
 - i. Minors are authorized to rent canoes, kayaks and sailboats without parental supervision only when a parental liability release has been signed and is on file at the Marina office.
6. Personal Floatation Devices (PFD's). Personal floatation devices must be worn at all times by children age six and under. PFD's must be worn at all times while canoeing, kayaking and sailing. When power boating, wearing a PFD by all is strongly encouraged; however, it is only required in boats 16 feet or less when the engine is running.

7. Powerboats, Pontoon Boats, Canoes and Kayaks

a. Patrons wishing to check out powerboats, canoes or kayaks must successfully pass a safe boating quiz. This is a written test consisting of 25 questions and may be taken FREE anytime on a walk-in basis. An in-house log book is used as a record of authorized boaters having passed the test. A patron having a Boating Safety card from a state agency or other military installation may be transferred directly into the authorized log book at the Manager's discretion, and will also be issued a card. The patron successfully completing the safe boating quiz will be issued a card which must be presented at the time equipment is checked out.

b. All rental fees include required safety equipment.

c. The various size boats and equipment may be launched and used from the Marina (on base), and all (except pontoon boats and deckboats) may be trailered to an off base location by the patron. Off base boats may be rented on a daily or weekly basis. Equipment rented off base may not be launched on the base.

d. On base use requires boats to limit their range to stated boundary limits and monitor fuel consumption. On base rentals may be used on an hourly basis or a daily basis. All on base rentals must be returned to the Marina no later than 30 minutes prior to the close of the facility.

e. A two hour minimum rental is required for canoes and kayaks.

8. Sailboats

a. Sailboats are available for check out by persons that hold a Navy Sailing "Skipper B" level certification, Red Cross, or U.S. Sailing Small Boat Sailor qualifications or equivalent.

b. Competent sailboaters without official documentation may challenge for in-house qualification by passing a written examination and showing proficiency with an on-the-water checkout.

c. Sailboats may be rented for on base use hourly or daily. A two hour minimum rental is required.

9. Restrictions. The Marina Manager may impose restrictions on the use of Marina facilities and equipment based on safety consideration and will be the final authority on the safe use of Marina facilities and equipment.

10. Camping Equipment

a. All equipment is issued on a first come first serve basis with military personnel on active duty receiving first priority.

b. Reservations may be made for BBQ cookers and when any package specials are in season, at the discretion of the Marina Manager.

c. All equipment will be checked out clean and must be returned clean and ready for reissue.

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11. Restrictions. The Marina Manager may impose restrictions on the use of some recreational equipment based on safety considerations.

SECTION III

PARKS AND PICNIC AREAS

1. Purpose/Background. Several parks and picnic areas are located aboard the station. Reservations and control of these areas rests with the NAS Jacksonville Mulberry Cove Marina.
2. Eligibility. Eligibility authorized in reference (a) applies.
3. Fee Structure. Fee structure is outlined in reference (b).
4. Rules and Regulations. Use of parks and picnic areas will be within the guidelines listed below for the safe recreational use.
 - a. Reservations may be made up to six months in advance.
 - b. Applicable fees and a rental contract must be completed no later than five days prior to date for confirmation of the reservation.
 - c. Picnic areas are rented on a daily basis and are open from 0900 until sunset. Clearance through Security and the OOD's Office is required for groups to be on-site after nightfall.
 - d. Fees may be waived for official Command functions with submission of memo and completion of park usage contract.
 - e. Groups are responsible for a thorough clean-up of the park at the completions of their use. All trash and trash bags must be placed into the nearest dumpster and restrooms and pavilions shall be clean and presentable. A \$25 fee will be assessed to a group leaving the site in a state of unacceptable cleanliness.
 - f. Picnic tables, chairs, equipment and grills will not be removed from the shelters or buildings for any reason.
 - g. Fires are only authorized in approved locations and all grills will be left clean and free of ashes for the next group.
 - h. Each park rental includes the use of a sports pack for the day of the picnic.
 - i. Individuals and small groups may use parks and picnic areas on a spontaneous basis when other organized groups are not present. If an organized event/group has made arrangements for the use of an area this group shall have full use of the park.
5. Restrictions. The Marina Manager may impose restrictions on the use of park and picnic equipment based on safety considerations.

CHAPTER 12

PUBLICITY

1. Purpose/Background

- a. To provide the Morale, Welfare and Recreation Department with publicity via flyers, posters, table tents, signs, website and media coverage; i.e., Jax Air News, Plan of the Week, department newsletter, and local news services.
- b. To represent the department at Base Indoctrinations, Command briefs, Wives and Ombudsman Meetings, Family Service Seminars, NAS Jacksonville hosted events.
- c. To maintain the NAS Jacksonville Publication archive files.
- d. To assist the Managers with special events by distributing printed materials, camera-ready art work for T-shirts, etc. To photograph events, keeping archive photo files.
- e. To keep current the calling cards, information booklets, etc.
- f. Liaison for printing department forms.
- g. The Publicity Manager will be the commercial sponsorship point of contact for the department. All sponsorship proposals and contacts must be routed through Publicity.

2. Procedures

- a. All work requests are submitted to the Publicity Office on a Publicity Request form. The form is dated, states publicity needs, and is initialed by the Manager of the activity. Requests will not be accepted via telephone. All requests must be submitted not less than two weeks from the date publicity is required. All requests submitted short of the two weeks must be initialed by the Manager and the MWR Director.
- b. Distribution needs are indicated on the form by marking the "amount" with a+ sign by the amount requested by the activity.
- c. Department information is updated "as needed." This is done when there is a major change in information. The information card being changed is routed to the activities and changes are made.
- d. Telephone messages are updated daily or as needed. All information is selected from the department newsletter input or by special requests.
- e. All archive material is filed. Copies of printed materials and the original are filed.
- f. Base Indoctrination/meetings are coordinated with the Publicity Office. The Publicity Office provides each person attending a current package of information about what the department has to offer.

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g. Special events publicity and photography requests are submitted on a request form. Lead time is two weeks for printed material (six to eight weeks for prepublicity and T-shirt paste-ups, camera-ready art for photo buttons and posters).

h. Official photography for damages to property, accidents, court cases, etc., is available as needed.

i. Forms may be typed (without error) by the activity, MWR secretary, or the Publicity Office. Forms sent to the Publicity Office on a work request are assigned a purchase orders number, then sent out for printing.

j. Department Newsletter input is "requested." Typed or handwritten information is acceptable. All input (in documentary form) will be submitted.

3. Special Events. Calendars are provided by the Publicity Office. Input is needed about special events and specials. Requests for this information are on an as needed basis. All information is compiled on one calendar and distributed to all commands and departments. All changes must be sent to the Publicity Office at once.

4. Emergency Situations. All publicity needed in an emergency situation will be dealt with immediately. An emergency situation is: Any event not planned properly, sudden closures or openings of facilities, lack of total information due to contracts, prices and fees, etc. All emergency situations will be routed via the Manager and the MWR Director.

5. Fees. A \$30.00 fee is charged per hour for any out of department work requests.

CHAPTER 13

RECYCLING PROGRAM

1. Purpose/Background. To establish a Qualified Recycling Program (QRP) for nonindustrial scrap at Naval Air Station Jacksonville and industrial scrap which is uneconomical for NADEP to collect, segregate, and sell as Industrial Fund (IF) scrap. A Qualifying Recycling Program is designed to take advantage of legislative incentives for military installations to establish, operate, and receive proceeds from the Recyclable Material Sales Program (RMSP). To receive these proceeds, an installation must have a QRP meeting the standards set forth in reference (a).

2. Patrons. Applies to all NAS Jacksonville departments and tenant commands by virtue of their location within the complex, which is identified as a single installation for the purpose of this program. Reference (a) requires all commands and Commanding Officers of shore activities to cooperate in waste collection and source separation programs. Industrial funded activities may conduct individual programs to sell scrap generated in their operations, but may contribute to the installation program any materials that do not qualify for inclusion in their sales programs or any scrap they cannot sell economically. The Exchange and Commissary stores will salvage and dispose of their own recoverable resources.

3. Responsibility

a. Commanding Officers, Department Heads, Staff Officers

(1) Disseminate the contents of this instruction to all personnel concerned and monitor compliance with its provisions.

(2) Designate and appoint by letter, a Recycling Coordinator for your organization. Forward a copy of the appointment letter to the Director of MWR, Box 14, Code 130.

b. Recycling Planning Board

(1) The following Department Heads/personnel will constitute the Board with the chairperson being the Commanding officer, NAS Jacksonville.

(a) Director of MWR

(b) Recycling Coordinator

(c) NAS Budget Officer

(d) Command Master Chief

(2) The Board will meet quarterly or as required to plan and coordinate the NAS Jacksonville Recycling Program.

(3) The Board will review and recommend to the Commanding Officer, NAS Jacksonville, projects for consideration from the Recycling Materials Holding Account.

(4) Provide program and fiscal oversight for the NAS Jacksonville RMSP.

c. Director of Morale, Welfare and Recreation

(1) Serves as the single manager for the NAS Jacksonville Recycling Program.

(2) Appoint an MWR Official as the NAS Jacksonville Recycling Coordinator.

(3) Review records maintained by DRMO concerning quantities and types of materials turned in by NAS Jacksonville organizations for sale under the RMSP.

(4) Provide labor as required to adequately support the RMSP.

(5) Identify and initiate projects/programs to be funded with proceeds from the RMSP.

d. NAS Budget Officer

(1) Establish and maintain financial accounting records, procedures, and supporting documents for funds received and disbursed from sale of recyclable materials.

(2) Prepare and distribute a Quarterly Recyclable Materials Fund Status Report.

(3) Ensure costs of operations, maintenance, and overhead for processing and handling recyclable materials are deducted and reimbursed to local MWR Funds before funds are disbursed for other purposes.

(4) Ensure balance of proceeds from sale of recyclable material is expended per paragraph 3.

e. Recycling Coordinator

(1) Serves as the local point of contact for all Recycling Activities at NAS Jacksonville and establishes policies and procedures for a comprehensive recycling program.

(2) Conducts training programs for tenant commands and department recycling coordinators.

(3) Arranges, as necessary, the pick-up and delivery of recyclable materials.

f. Command Master Chief. Develops a list of projects that meet the criteria for funding consistent with the NAS Jacksonville Master Plan and are representative of the NAS Jacksonville enlisted community.

4. Rules and Regulations

a. Management Control

(1) All Naval Air Station Jacksonville departments and tenant commands are advised that the Morale, Welfare, and Recreation Fund, NAS Jacksonville is designated as the official and only collection agent and managing activity for the NAS Jacksonville Qualifying Recycling Program. Other local programs are not allowed regardless of charity or purpose for fund raising without specific approval of the Commanding Officer with the endorsement of the Director of Morale, Welfare and Recreation.

(2) Individual and/or special interest groups are not permitted to access government waste containers to remove recyclable materials nor are they authorized to establish recycling programs.

b. Recyclable Materials

(1) Qualifying materials are those normally discharged which may be reused after physical and chemical processing. Salable materials include paper, computer paper, EAM cards, corrugated containers, used oil, scrap metals, aluminum cans, plastic, glass beverage containers, pallets and car batteries.

(2) The definition of recyclable materials excludes the following materials:

(a) Precious metal-bearing scrap.

(b) Items that may be used again for their original purpose or functions without any special processing; i.e., used vehicles or machine parts, electrical components, and unopened containers of unused oil/solvent, furniture, filing cabinets, etc.

(c) Ships, planes, weapons, or any discarded materials that must undergo demilitarization or mutilation prior to sale.

c. Proceeds from Sale of Recyclable Materials

(1) Accumulation of recyclable funds is not affected by end of fiscal year and may be carried forward and merged with proceed of subsequent years.

(2) Sale proceeds shall first be credited to cover cost of operations, maintenance, and overhead for processing and handling the recyclable materials, including the costs of equipment purchased for the program.

(3) The Command based on recommendations of the RMSP planning board will determine the amount of proceeds to be transferred directly to NAS Jacksonville MWR Fund to help support military MWR programs. Guidance received from the Comptroller of the Navy is that the entire balance, if desired, may be transferred to the installation's nonappropriated MWR Fund account, or up to 50 percent may be used for pollution abatement, energy conservation, and occupational safety and health products.

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d. Points of Contact

- (1) Program Manager: Director of MWR
Telephone (904) 542-3112
DSN 942-3112
- (2) Program Coordinator: Recycling Manager
Telephone (904) 542-3113
DSN 942-3113

CHAPTER 14

ANIMAL TREATMENT FACILITY

1. Purpose/Background. To establish operating procedures for the Naval Air Station Jacksonville Veterinary Treatment Facility. The Veterinary Treatment Facility (VTF) is located in Building 8. The VTF provides veterinary services to pet dogs and cats for zoonotic disease control. Services provided include inoculations, internal and external parasite testing and control. Clinical care is provided approximately three days a week.
2. Eligibility. Pets owned by valid military ID cardholders authorized medical care to include active duty or retired military personnel and their dependents.
3. Fee Structure. Fee structure outlined in reference (b).
4. Responsibility. The MWR Department administers the fiscal requirements. The South Atlantic District Veterinary Command, Fort Stewart, Georgia, administers the veterinary supervision to include veterinary protocols and practice standards, and clinic policy implementation as well as employee supervision. The Clinic is staffed by an MWR employee as well as Army Animal Care Specialist and an Army Veterinarian.
5. Rules and Regulations
 - a. Patient visits to the clinic are by appointment only. Telephone 542-3786 to make appointment.
 - b. The Clinic does not provide elective or cosmetic surgery, hospitalization, radiology, or boarding services.
 - c. Dogs, cats, or other pets must be leashed or in cages and kept under control at all times in and around the clinic areas.
 - d. Owners must clean up after their pets. Cleaning aids are provided.
 - e. For safety and liability reasons children under the age of 12 years are not permitted in or around the facility.

CHAPTER 15

YOUTH ACTIVITIES

1. Purpose/Background. The Navy School-Age Care Program (SACP) is operated and maintained for eligible minor dependents of DOD military and civilian personnel. The program is provided with appropriate activities to ensure a healthy, safe environment and to promote quality School-Age Care.

2. Eligibility. Eligibility authorized in reference (a) applies.

3. Fee Structure - SACP/Camp. Fee structure is outlined in reference (b). The following also apply:

a. Weekly fees are to be paid by 1800 Monday for the week of service. A daily \$10.00 late fee will be applied to tuition not paid as scheduled.

b. Credit is not given for absenteeism, illness, suspension, or vacation times.

c. If children are picked up after closing time (1800), a late fee will be assessed. The late fee is \$10.00 for the first five minutes and \$2.00 for each additional minute. The fee is due by close of business on the next working day.

d. If a patron is late more than three times in any three month period, Youth Center privileges will be lost for the remainder of the year.

e. Year-end tax statements are available from Youth Activities for SACP and Camp. Cash register receipts are proof of payment and should be kept for personal records. The tax identification number is available to patrons upon request.

f. When a patron is being transferred, has a change in schedule, or no longer requires the services of the Youth Center, they are required to notify the SACP in writing one week in advance. Failure to give the Youth Center at least a week's written notice will result in being held responsible for payment of the following week.

4. Responsibility. The Assistant Youth Activities Director is responsible to Youth Activities Director for the operation of the Center including scheduling hours of operation, supervision of subordinates, maintenance of facilities, organization of programs, and the care and supervision of the children.

5. Rules and Regulation. The overall operation of the SACP is regulated by reference (a). Standard Operating Procedures (SOP) govern specifics of the day-to-day operation of the SACP and are to be developed from reference (a) and this instruction.

a. Hours of operation. Detailed hours of operation can be found in reference (b) and are available at the Youth Center.

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- b. Children must enter and exit through the front door only.
- c. Smoking is not permitted on the premises.
- d. Proper attire for the occasion is to be worn at all times while at the Center.
- e. Fighting is strictly forbidden. Our policy is simply "we do not allow hitting back." A child is to inform a counselor if another child is picking on him/her or has hit him/her.
- f. Policy on child behavior. No corporal punishment will be administered. Therefore, it is essential that parents instruct their children to follow the directions of the staff. A concerted effort by the staff will be made to work with parents whose children are having difficulty making a positive adjustment to the Youth Center. However, if other children's safety and well-being are jeopardized by an unruly child's negative or aggressive behavior, the parents will be contacted for a conference. Hopefully the child's behavior can be modified.
- g. Consequences for misbehavior - School-Age Care Program/Camps. In the event that patrons of the Youth Center fail to follow established rules of conduct, the Youth Activities Director has the following authority:
 - (1) The Youth Program does not administer corporal punishment to youth. When a child misbehaves he/she is spoken to and measures such as restricted play, separation from the group, or certain privileges may be taken.
 - (2) We will work with your child as much as possible, but severe disciplinary problems will be handled on an individual basis with a staff member notifying the parent. One of our methods of discipline is time-out, which is based on the child's age. For example, a child who is five years old would be in time-out for five minutes. For more severe problems, such as biting, fighting, cursing, three or more time-outs in a day, or leaving the group without permission, an incident report will be written.
 - (3) If an incident report is written then parent will be notified. Three incident reports will result in an automatic seven-calendar day suspension from the program.
 - (4) If after one week there are still behavioral problems, then the child will be suspended from the program indefinitely. Weekly fees must be paid during suspension. No refunds will be given for absences due to suspension.
- h. Consequences for misbehavior - Youth Activities. In the event that patrons of the Youth Center fail to follow established rules of conduct, the Youth Activities Director has the authority to:
 - (1) First offense - Suspend privileges up to the remainder of the day and notifies parents by phone.
 - (2) Second offense - Suspension of privileges for up to one week and notify parents by phone.

(3) Third offense - Report circumstances to the Recreation Director who will make a written report to the Commanding Officer with a recommendation for suspension in excess of one week up to permanent suspension. Pending the Commanding Officer's decision, the patron will not be permitted in the Youth Center.

i. All offenses will be logged in the Youth Center Daily Log and the action taken in connection therewith.

6. Bomb Threat Evacuation. Children will not be accepted during a bomb threat evacuation.

a. Evacuate the building through the exit doors using the Fire Evacuation procedures. All children will be evacuated to the Hospital Bachelors Officers Quarters (BOQ), building number 2034.

b. Under no circumstances should any staff, parent, or child be permitted to reenter without authorization by security. After the notified department has conducted an assessment, reentry may be permitted.

7. Fire Safety. If parents arrive at the Center during a fire drill, they are not to interfere. Parents should immediately evacuate the Center. The staff is responsible for the children and each counselor has a roll sheet with the name of each child. Parents will not remove children from a group during a drill. Children will not be accepted into the Youth Center during a fire drill.

8. Release of Children. No child will be released from the Youth Center to anyone other than his or her custodial parent unless written authorization has been provided. This includes, but is not limited to older siblings, grandparents, etc. Only permission notes with the sponsor's signature and social security number will be accepted. Individuals picking up children will be required to provide photo identification. Should the staff have to wait for proper written authorization or a parent's arrival, the parent will be held responsible for all accrued charges.

9. Holidays. The School-Age Care Program is closed on Saturday, Sunday, the Friday after Thanksgiving and all federal holidays.

10. Safety Requirements

a. Smoking is prohibited in or around the Youth Center and on the playground area.

b. All children must wear shoes. Open-toed sandals are not permitted.

c. Glass and gum are also prohibited at the Youth Center.

11. Emergency

a. Procedures. If a child is still here five minutes after closing and the parent has not notified you to say they are going to be late, procedures written out in the SOP will be followed.

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b. In the event of an accident or illness that requires emergency treatment, the child will be transported by ambulance to the Navy Hospital Emergency Room and the parents notified. A staff member will accompany the child in the ambulance to the hospital and stay with the child until the parent arrives. The staff will treat injuries of a minor nature and the parents will be informed.

12. Registration Requirements

a. The following items must be turned in prior to a child attending the School-Age Care Program and/or a Camp Program:

- ✓ Completed registration form
- ✓ Signed parent agreement
- ✓ Copy of child's current shot record
- ✓ Signed voluntary wage deduction consent agreement
- ✓ Completed DD Form 2652 with a copy of sponsor's most recent LES and copy of spouse's pay stub
- ✓ Notarized Special Power of Attorney to authorize medical, dental, and/or hospital care for minor children.

b. Children may not enter the Program with any one of the above forms missing.

c. In order to attend a Youth Activities program a child must have a membership form on file and must present a membership card to gain admittance.

13. Illness

a. A child must be free of any contagious illness and must be healthy enough to participate in normal program routines to attend any Youth Activities Program.

b. For the protection of all youth, no one that is ill will be admitted to the program.

c. If the child develops any symptoms of a contagious illness while attending the program, he/she will need to be picked up immediately (within one hour).

d. A child who is removed from the program with a fever related illness may not return to the program until they are fever-free for 24 hours.

e. A child who is removed from the program one day with a fever, vomiting, or diarrhea, may be seen by a physician at the discretion of the parent. If the child is not taken to a physician, returns to the program the following day, and is sent home by the program during the same week, the child must be seen by a physician in order to return to the program. A written doctor's note will be required for admission after being sent home the second time.

14. Location. Youth Activities is located at in buildings 2065 and H2066 on Knight Lane aboard Naval Air Station Jacksonville.

15. Medication. No medications will be administered by the Youth Activities staff.

16. Refunds. Because our program requires us to schedule staff based on the number of children enrolled, we cannot give a credit or refund of tuition for daily absences or withdrawals. Nor can we give refunds or withdrawals because of behavioral problems. This includes but is not limited to suspensions.

17. Vacations - School-Age Care Program

a. Each patron is entitled to two weeks vacation during the school year with a one-week advance written notification to the office.

b. After the two weeks, the child's spot will be subject to cancellation.

c. In order to avoid cancellation, the patron must pay the weekly fee for any additional weeks.

d. Patrons who fail to give advance written notification will be responsible for one week's fee, and the child's spot will be subject to cancellation.

18. Vacations - Summer Camp

a. During Summer Camp a one-week written notification is required for vacation.

b. If a one-week's notice is not given, the patron is financially responsible for the weekly tuition up to the written expiration date.

CHAPTER 16

INTOXICATING BEVERAGES

1. Purpose. The purpose of this instruction is to prescribe required standards, set forth prescribed practices, and to provide policy concerning the possession and/or use of intoxicating beverages in conformance with reference (a). Department of the Navy policy requires military installations with exclusive jurisdiction to adopt and follow the minimum age drinking restrictions of the state in which that installation resides. Therefore, the Naval Air Station shall follow and enforce the Florida state law in this regard and any other statutes adopted by the Commanding Officer or directed by higher authority. This instruction applies to all military and civilian personnel on board Naval Air Station, Jacksonville, Florida.

2. Definitions. For the purpose of this instruction "alcoholic beverages" shall be interpreted to include all types of liquors, wines, and beer. Minimum drinking age in the state of Florida is 21 years of age and is enforced on board the Naval Air Station.

3. Regulation. The following regulations shall apply to the sale or possession of alcoholic beverages aboard this station:

a. Places of Sales, Possession, and Use. Alcoholic beverages may be consumed in the following areas:

- (1) Officers' Housing
- (2) Commissioned Officers' Club
- (3) Jumpin' Jax Complex
- (4) Enlisted Housing Area
- (5) Navy Exchange Activities
- (6) Picnic Areas: Neptune
Mariner
Sea Bat
Fisherman's Cove
Sea King I and II
Allegheny Park
- (7) Casa Linda Oaks Golf Course
- (8) Mulligan's 19th Hole and Oasis
- (9) Bachelor Officers' Housing
- (10) Bachelor Enlisted Housing
- (11) Yacht Club
- (12) Bambino's

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- (13) Marina
- (14) Navy Lodge
- (15) Gutterball Grill/Bowling Center
- (16) McCaffrey Softball Complex
- (17) Allegheny Softball Complex
- (18) RV Park
- (19) Pool

b. Hours of Sale. The dispensing or sale of alcoholic beverages, by any club, mess or any activity on this station shall be in accordance with the rules and regulations approved by the Commanding Officer. These regulations shall be posted prominently in each sales location. Exceptions to the prescribed hours and conditions of sale shall not be made except upon written approval of the Commanding Officer, with an approved copy forwarded to the MWR Director and Director of Security for appropriate distribution.

c. Exception to the Minimum Drinking Age. As a means of fostering morale, esprit, and unit cohesion in a military environment, exceptions to the drinking age policy may be permitted strictly under controlled conditions. These may be authorized on those infrequent, nonroutine occasions when an entire unit, at the direction and with written instructions from that group's Commanding Officer or Officer in Charge, marks at this military installation a uniquely military occasion such as the conclusion of arduous military duty or the anniversary of the establishment of a military service, organization or vessel. Appropriate controls must be exercised to prevent endangering personnel and the surrounding community. Written requests for the above will be forwarded to the Commanding Officer, Naval Air Station, Jacksonville. The Commanding officer will address in writing requests for each waiver. A copy of any approved waivers will be forwarded to the MWR Director and the Director of Security for appropriate distribution and action.

4. Transportation for Consumption. The transporting of unopened alcoholic beverages in privately owned vehicles from the place of purchase to a residence or other authorized area is permitted. However, drinking or possession of opened alcoholic beverages inside vehicles is expressly prohibited. Persons transporting alcoholic beverages off the station are advised that they become subject to the laws of the state of Florida upon exiting the station and such transportation must conform to these state laws. However, military personnel remain subject to the Uniform Code of Military Justice and shall be held accountable for their actions.

5. Possession by Minors. Florida law prohibits the selling or giving of alcoholic beverages, including beer, to persons who are minors as defined in paragraph 2 above. Florida law also prohibits a minor from having intoxicating beverages in his possession. These laws are endorsed by the local and state civil authorities and constitute a public policy of the state

of Florida. It is considered to be in the best interest of the Naval service and essential to safety, discipline, and efficiency of the Armed Forces that compliance with this stated public policy of the state of Florida be required. The Department of the Navy and Naval Air Station Jacksonville strongly support this policy. Involvement with civil authorities by minor service personnel on the matter of possession and/or consumption of alcoholic beverages, wherever and however obtained, is conduct of a nature which brings discredit upon the Armed Forces. Therefore, these regulations shall apply to the sale, possession or consumption of alcoholic beverages by active duty military personnel on or off this station and all civilians aboard Naval Air Station Jacksonville.

a. Selling or Giving Alcoholic Beverages to any Minor. The sale of alcoholic beverages to minors under Florida law is strictly forbidden. Therefore in accordance with paragraph 1 above, minors shall not imbibe, purchase, or attempt to purchase alcoholic beverages, nor shall alcoholic beverages be purchased for, or given to, minors by anyone authorized to purchase or use alcoholic beverages.

b. Active Duty Minors. Military personnel under the age of 21 shall not purchase, attempt to purchase or otherwise acquire by any other means or imbibe any alcoholic beverages.

c. Employment of Minors as Bartenders. Military personnel under the age of 18 shall not be employed as bartenders in selling or serving alcoholic beverages.

d. Misstatement of Age. No person will misstate his or her age or the age of any other person for the purpose of inducing any other person to sell, give, serve, or deliver any alcoholic beverages to any other person who is a minor under Florida law.

6. Enforcement. This instruction and the prohibitions therein shall be strictly enforced. Any person found to be in violation of this instruction shall be subject to administrative and/or criminal sanctions. Such sanctions may include, but are not limited to, as appropriate to status, referral to the Special Assistant to the United States Attorney for prosecution, debarment from the station and court-martial or NJP proceedings.

CHAPTER 17

PROJECT PLAYER
SINGLE SAILOR PROGRAM

1. Purpose/Background. The primary purpose of the MWR Project Player Program is to enhance the quality of life for the single, 18-25 year old military personnel living in the barracks. The program is designed to offer a comprehensive leisure time program of social, cultural, recreational, athletic and fitness activities.

2. Eligibility

a. Priority is given to all active duty military and their guests for programs, trips and special activities. For trips each active duty military is authorized two guests, at least 18 years old, as space allows.

b. Project Player programs/trips will be open to retirees and DOD employees as space allows or in the event of a minimum number of participants is required and can not be filled by military.

c. Ample lead time will allow active duty military time to take advantage of the programs/events.

3. Responsibility. Project Player Director will be responsible to ensure the safety of all participants during transportation to and/or participation in events and activities. Project Player Director will have the duty, authority and responsibility to enforce regulations and remove any person(s) failing to comply, as well as reporting the incident to the MWR Office, Director of Security and/or the Officer of the Day as appropriate.

4. Fee Structure. There is no set fee for participation. The intent of the program is to provide quality leisure time activities at minimal or no cost to participants. Trips/events and the fees that will be charged are advertised well in advance of their scheduled dates.

NASJAXINST 1700.1B
5 MAY 1999

APPENDIX I

REFERENCES

BUPERSINST 1710.11B	Navy Recreation Operational Policies
BUPERSINST 1710.13A	Operation of Navy Messes Ashore
NAVMILPERSCOMINST 1710.1	Navy Information, Tickets and Tours (ITT) Programs
NAVMILPERSCOMINST 1710.5	Navy Recreation Sailing Program
NAVMILPERSCOMINST 1710.6	Recreation Services Water Safety Program
NAVMILPERSCOMINST 1710.7	Administration of Navy Sports Programs
NAVMILPERSCOMINST 1710.8	Navy Youth Recreation Program
NASJAXINST 1710.9A	Recreational Services Fees, Charges and Operating Hours
SECNAVINST 1700.11C	Alcohol Beverage Control
SECNAVINST 5300.32	Child Development Programs for Department of the Navy Military and Civilian Personnel
SECNAVINST 5401.3	Operational Policies for Morale, Welfare and Recreation Department (MWR) Activities
OPNAVINST 1700.7D	Responsibility for MWR Programs in the Navy
OPNAVINST 1700.9D	Child Development Programs
NAVCOMPT Manual, Vol. 7	Morale, Welfare and Recreation Activities
